

KSOM Human Resources Checklist STAFF- New Hires & Terminations

SUBMISSION DATE: _____

DEPARTMENT: _____

CONTACT & EXT : _____

EMPLOYEE NAME: _____

EMPLOYEE START DATE: _____

10-DIGIT USC ID: _____

POSITION NUMBER: _____

SUPERVISORY ORG: _____

PLEASE HAND DELIVER ALL NEW HIRE DOCUMENTS TO HUMAN RESOURCES, SOTO II, RM 2800

<u>NEW HIRES & RE-HIRES</u>	<u>PROMOTIONS & TRANSFERS</u>
<input type="checkbox"/> Employee Data Form <input type="checkbox"/> I-9 Form and Supporting Documents <input type="checkbox"/> W-4 <input type="checkbox"/> DE-4 <input type="checkbox"/> Glacier Documentation for NRA's <input type="checkbox"/> Job Description <input type="checkbox"/> Job Information Questionnaire <input type="checkbox"/> Application signed by employee <input type="checkbox"/> CV/Resume (<i>for posting waiver & resource empl positions</i>) <input type="checkbox"/> Background Screen E-mail <input type="checkbox"/> Letter of Offer <input type="checkbox"/> Notice to Employee (For Non-Exempt employees) <input type="checkbox"/> Arbitration Agreement <input type="checkbox"/> At Will Agreement <input type="checkbox"/> 2 Voluntary Forms (Ethnicity & Disability) <input type="checkbox"/> Approved Resource Employee Form (Resource Employee Only)	<input type="checkbox"/> Employee Data Form <input type="checkbox"/> Glacier Documentation for NRA's <input type="checkbox"/> Job Description <input type="checkbox"/> Job Information Questionnaire <input type="checkbox"/> Application signed by employee <input type="checkbox"/> Background Screen E-mail <input type="checkbox"/> Letter of Offer <input type="checkbox"/> Notice to Employee (For Non-Exempt employees) <input type="checkbox"/> Arbitration Agreement <input type="checkbox"/> At Will Agreement <p style="text-align: center;"><u>TERMINATIONS</u></p> <p style="text-align: center;"><u>EMAIL TO: KeckHRAdmin@med.usc.edu</u></p> <p><u>Voluntary</u></p> <input type="checkbox"/> Resignation Letter <input type="checkbox"/> Final Timesheets <input type="checkbox"/> Verify Time Off Balances in WD <p><u>Involuntary</u></p> <input type="checkbox"/> End of Fixed Term Notice (if applicable) <input type="checkbox"/> HR Approval Memos <input type="checkbox"/> Copy of Signed Offer Letter <input type="checkbox"/> Final Timesheets <input type="checkbox"/> Verify Time Off Balances in WD

Notes for HR: _____
