People, Culture, and Technology Services
Adjunct Rehire (60+ Days) Checklist & Workflow

Employee Name:_____ PeopleSoft Empl ID : _____
Location: _____ Supervisor/Manager: _____
Dept: _____ Requested Start Date: _____

1/ Campus Verify

_____ Personnel Action Sheet (PAS) Adjunct/OL
_____ Personal Profile Form
_____ Live Scan Reverification Date _____
_____ Complete Application (if a different job title)
_____ Official Transcript(s) (OT) or Date OT(s) were requested _____
_____ Verification of Previous Work Experience
_____ TB Risk Assesment and/or Examination (only if expired)
_____ AFT Membership Packet
_____ CalSTRS Permissive Membership (must indicate: elect or decline)**
_____ CalSTRS Beneficiary Designation (if STRS is elected)
_____ 3121 Enrollment - Beneficiary Designation Form
** if declined STRS, then 3121 Plan form must be completed
_____ Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945)
_____ Designation of Beneficiary for Final Pay Warrant
_____ Retirement System Status Information
_____ Medical Certificate for Returning Retirees
_____ W-4 (Federal Tax Withholding)
_____ DE-4 (California Tax Withholding)
_____ Direct Deposit Enrollment & Updating

Type your name: _____ Date _____

2/ Employment Verify

_____ Modify a Person/Add a _____ Physical Exam/TB _____ Person Profiles
_____ Job Data _____ Update Dist GL _____ Competencies
_____ MQs _____ Emergency Contact _____ MQ Reminder Email
_____ Adjunct Log

Type your name: _____ Date _____

3/ Compensation

_____ Salary Placement Workup for File
_____ Verification of Employment (VOE) _____ Date Received
_____ Transcripts _____ Date Received
_____ Salary Placement Email To Employee (Communication)
_____ Retro/ Pay Adjustment (If Applicable)

Type your name: _____ Date _____

4/ Retirement

_____ FBC/STRS Retirement _____ Sew / My CalPERS _____ Leaves
_____ 450 Plan

Type your name: _____ Date _____

5/ Payroll

_____ Picture ID _____ Direct Deposit _____ Date TB Pulled
_____ Taxes _____ Dues, Workers Comp

Type your name: _____ Date _____ Rev. 3-12-24