

**People, Culture, and Technology Services**  
**Adjunct to NANCE Checklist & Workflow**

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

**1/ Campus Verify**

- \_\_\_\_\_ Non-Academic Non-Classified Personnel Action Sheet (NANC PAS)
- \_\_\_\_\_ NANC Position Authorization Form (for Personal Services Contract assignments)
- \_\_\_\_\_ Complete Application
- \_\_\_\_\_ Student waiver and class schedule (for Students)
- \_\_\_\_\_ Enrollment/Beneficiary Designation for FICA Alternative (3121 Plan)
- \_\_\_\_\_ SSA-1945 Form (Employment in Job not covered by Social Security)
- \_\_\_\_\_ Notice of Exclusion from CalPERS Membership for State Agencies
- \_\_\_\_\_ Adjunct PAS to terminate Adjunct assignment(s)

Type your name: \_\_\_\_\_ Date \_\_\_\_\_

**2/ Employment**

- \_\_\_\_\_ Job Data \_\_\_\_\_ Term Adjunct assignment(s)
- \_\_\_\_\_ Add Term Row to Job Data \_\_\_\_\_ Update Job Indicator (Primary/Secondary)
- \_\_\_\_\_ Update Dist GL

Type your name: \_\_\_\_\_ Date \_\_\_\_\_

**3/ Retirement**

- \_\_\_\_\_ PERS Retirement (If indicated that EE was a prior member of CalPERS)
- \_\_\_\_\_ Retirement Status Form
- \_\_\_\_\_ Leaves
- \_\_\_\_\_ Sew / My CalPERS

Type your name: \_\_\_\_\_ Date \_\_\_\_\_

**4/ Payroll**

- \_\_\_\_\_ Taxes
- \_\_\_\_\_ Dues, Workers Comp
- \_\_\_\_\_ Direct Deposit
- \_\_\_\_\_ Date TB Pulled

Type your name: \_\_\_\_\_ Date \_\_\_\_\_