

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

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

**1/ Campus Verify**

- \_\_\_\_\_ Personnel Action Sheet (PAS) Adjunct/OL
- \_\_\_\_\_ Complete Application
- \_\_\_\_\_ Official Transcript(s) (OT) or Date OT(s) were requested \_\_\_\_\_
- \_\_\_\_\_ Verification of Experience (VOE)
- \_\_\_\_\_ 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)
- \_\_\_\_\_ NANCE PAS to terminate NANCE assignment(s)

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

**2/ Employment Verify**

- \_\_\_\_\_ Job Data \_\_\_\_\_ Update Dist GL \_\_\_\_\_ MQs
- \_\_\_\_\_ Competencies
- \_\_\_\_\_ Term NANCE assignment(s)
- \_\_\_\_\_ Update Job Indicator (Primary/Secondary)

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

**3/ Compensation**

- \_\_\_\_\_ Salary Placement Workup for File
- \_\_\_\_\_ Verification of Employment (VOE) \_\_\_\_\_ Date Rec'd
- \_\_\_\_\_ Transcripts \_\_\_\_\_ Date Rec'd
- \_\_\_\_\_ Salary Placement Email To Employee (Communication)
- \_\_\_\_\_ Retro/ Pay Adjustment (If Applicable)

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

**4/ Retirement**

- \_\_\_\_\_ FBC/STRS Retirement
- \_\_\_\_\_ 450 Plan \_\_\_\_\_ Sew / My CalPERS \_\_\_\_\_ Leaves

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

**5/ Payroll**

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

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