

Human Resources & Academic Personnel Services (HRAPS) Checklist

Human Resources & Academic Personnel Services (HRAPS) is the department that oversees the hiring process steps and signs the progression of forms (Forms 1 through 5) to ensure compliance and consistency. HRAPS also acts as a liaison between HSU (specifically, the hiring department) and the employee to inform, educate, and train in matters relating to employment and employee benefits.

Please complete following items as thoroughly as possible to ensure a smooth and welcoming transition for the new employee.

Employee Information

Name: _____ Supervisor/Lead: _____
Position: _____ Administrator: _____
Start Date: _____ Dept. Contact: _____

Preparing for Appointment

- **Appointment Letter template** HRAPS sends the Appointment Letter template to the VP's office. These items are included with the Appointment Letter:
 - Instructions for the employee to follow the link to the [Candidate Information Form \(http://bit.ly/1sr6ASF\)](http://bit.ly/1sr6ASF) to enter their Social Security number, date of birth, and the job title for their position. The new employee will also need to sign the letter acknowledging the acceptance of the position and returning the letter by scanning and emailing (hsuhr@humboldt.edu) or faxing a copy to HRAPS at 707.826.3625; and returning the original letter to HRAPS.
 - Confidentiality Statement with instructions to sign and return this form with the signed Appointment Letter:
<https://forms.humboldt.edu/confidentiality-statement-employees-consultants-and-independent-contractors> or for Unit 4 employees:
<https://forms.humboldt.edu/confidentiality-statement-academic-professionals-unit-4>
 - Live Scan Form & instructions (if required or if it's not already complete)
 - I-9
 - MPP Outside Employment Disclosure, if applicable
 - Self-addressed, stamped envelope
 - **Notification of Appointment Letter receipt** HRAPS notifies the Hiring Authority or proxy and/or the Department Contact when Appointment Letter is signed and returned to HRAPS. The Department Contact may also check in with HRAPS to find out if the Appointment Letter has been received.
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If the Appointment Letter has not been returned within the expected timeframe, the Department Contact should consult with the Hiring Authority to determine who will reach out to the new employee for follow-up, and in what format.

This checklist item may be a shared responsibility between the following roles: HRAPS, Hiring Authority and Department Contact.

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- **Appointment Document** For recruited-for positions, HRAPS creates an Appointment Document after the Appointment Letter has been signed and returned by new hire.

 - **P.O.I.** HRAPS completes the Person Of Interest process. This creates a P.O.I. record in PeopleSoft which:
 1. generates or reactivates an HSU ID #
 2. prompts Account Center to create or reactivate an on-campus email address within 24 hours of POI creation

Both of these allow a department to begin preparing for the new employee.

 - **HSU ID #** The HSU ID# is created or reactivated as part of the P.O.I. process.

Hiring Documents

- **Sign-up documents** Before the end of the first day of work, the employee should receive and understand his/her “sign-up” documents. These documents will vary depending on the appointment and are generally completed in the Human Resources & Academic Personnel Services (HRAPS) office in Siemens Hall 212:
 - Employee Action Request
 - Employee Information Request
 - I-9 with documentation
 - Social Security Card
 - Confidentiality Form- add HSU ID #
 - ID Card Request
 - Direct Deposit
 - Parking Permit Info Slip
 - Pay Warrant/Green & Gold Calendar
 - Union Information - CSUEU Packet; Unit 11 - sign-up sheet
 - Campus Policies Packet
 - Benefits/Sign-up Packet & HIPAA
 - Flex Cash & Dental/Vision Form
 - CalPERS 801 Form
 - Form 1083
 - Employee: Bring Information about immediate family (spouse and child(ren)) such as legal names, social security numbers, and birthdates. This information may be needed for benefit forms/employee sign-ups.

This checklist item may be a shared responsibility between the following roles: Employee and HRAPS.

Welcome and Orientation

- Position Description**

The [Position Description](#) will be sent by HRAPS within one week of the employee's initial hire. The Appropriate Administrator is responsible for reviewing the Position Description with the new employee, collecting appropriate signatures, and returning the signed Position Description to HRAPS.

During this Position Description review, the Appropriate Administrator should discuss the probationary period and [evaluation criteria](#).

This checklist item may be a shared responsibility between the following roles: Appropriate Administrator and/or Lead, and HRAPS.

- Invitation to New Employee Orientation**

The employee will be invited by HRAPS to participate in an Employee Orientation.

This checklist item may be a shared responsibility between the following roles: HRAPS and Employee.