### KSOM Human Resources Checklist

**STAFF - New Hires & Terminations**

**SUBMISSION DATE:** ______________________

**DEPARTMENT:** ______________________  **CONTACT & EXT:** ______________________

**EMPLOYEE NAME:** ______________________  **EMPLOYEE START DATE:** _________________

**EMPLOYEE 10-DIGIT:** ______________________  **POSITION NUMBER:** ______________________

**SUPERVISORY ORG:** _____________________________________________________________

#### NEW HIRES & RE-HIRES
- [ ] Employee Data Form
- [ ] I-9 Form and Supporting Documents
- [ ] Glacier Documentation for NRA’s
- [ ] Job Description
- [ ] Job Information Questionnaire
- [ ] Application
- [ ] CV/Resume *(for posting waiver & resource empl positions)*
- [ ] Background Screen E-mail
- [ ] Letter of Offer
- [ ] Notice to Employee *(For Non-Exempt employees)*
- [ ] Arbitration Agreement
- [ ] At Will Agreement
- [ ] 2 Voluntary Forms *(Ethnicity & Disability)*

#### PROMOTIONS & TRANSFERS
- [ ] Employee Data Form
- [ ] Glacier Documentation for NRA’s
- [ ] Job Description
- [ ] Job Information Questionnaire
- [ ] Application signed by employee
- [ ] Background Screen E-mail
- [ ] Letter of Offer
- [ ] Notice to Employee *(For Non-Exempt employees)*
- [ ] Arbitration Agreement
- [ ] At Will Agreement

#### TERMINATIONS
- [ ] EMAIL TO: KeckHRAdmin@med.usc.edu

**Voluntary**
- [ ] Resignation Letter
- [ ] Final Timesheets
- [ ] Verify Time Off Balances in WD

**Involuntary**
- [ ] End of Fixed Term Notice *(if applicable)*
- [ ] HR Approval Memos
- [ ] Copy of Signed Offer Letter
- [ ] Final Timesheets
- [ ] Verify Time Off Balances in WD

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**Notes for HR:**

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