UNIVERSITY of HAWAIʻI
KAPIʻOLANI
COMMUNITY COLLEGE

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Forms

Resources most commonly needed to perform tasks as a faculty or staff member.

Forms by Task

Get Ready

- Administrative, Professional and Technical (APT) Hire
- Casual Hires
- Civil and Non-Civil (89 Day Hire) Service Hire
- Employment Application
- Faculty Hire
- Lecturer Hire
- Overload

Get Settled

- Employment Checklist
- Forms
- Get a UH Username
- Get a Staff ID Card
- Get a Staff Parking Permit
- Request for Business Cards
- Request personal data change (UH Form 33)
- Setup a Personal UH website
- Payroll

Take Care of Yourself

- Evaluation(s)
- Family Leave
- Get a Tuition Waiver
- Leave of Absences
- Leave Sharing
- Online Leave System
- Request Parent-Teacher Leave
- Tenure, Promotion, Contracts

Professional Growth

- Faculty Development Fund Application Deadlines □
- Faculty Development Council Policies 2017-2018 □
- Faculty Development-Form 1 and Form 410 for Oahu training
- Faculty Development-Form 1
- Faculty Development-Form 2 for Event Host □
- Kapiʻolani Research Scholars Project Proposal □
- RTRF Professional Development for Faculty and Staff (Memo □ | Form □)
- Sabbatical
- Staff Development Fund Application
- Title III Consortium Fellowship – application form □
- Training Request Form UH 410

Student Welfare

- Appeal Form for Academically Suspended Students
- Change of Grade & Incomplete Removal Form

Marketing & PR

- Flyer Templates
- Guide to Kapiʻolani CC Flyer Templates
- Model Release Form
- Media Release Form

- Request for Registration Assistance Form
- OCCR Equipment Sign-Out
- Power Point Template ☐
- Rack Card Template ☐
- Source List Form
- Testimonial Release Form
- UH Film Licensing

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Hiring & Recruiting

- Administrative, Professional and Technical (APT) Hire
- Casual Hires
- Civil and Non-Civil (89 Day Hire) Service Hire
- Faculty Hire
- Hire Students
- Lecturer Hire
- Overloads

Budget & Finance

- Budget
- Cashier's
- Fiscal

Technology Solutions

- Customer Care Center (Equipment, Telephone, Network Problems)
- Instructional Support (Distance Learning, Multimedia, Laulima)
- Purchase Technology
- Website Requests (KCC Web and ʻOhana)

Buildings & Spaces

- Use of Facilities for Commercial Licensing
- Key Requests

Build & Repair

- [Request Maintenance/Repair](#) (Auxiliary Services)

Forms by Department

Human Resources

- [Hiring Forms](#)
- [Leaves](#)
- [Worker's Compensation](#)
- [Human Resources Forms](#)
- [News](#)

Auxiliary Services

- [Work Request Order](#)
- [Staff Parking Permit](#)
- [Key Request Form](#)
- [Graphics and Digital Printing Request](#)
- [Alarm Code Request](#)
- [Request a Business Cards](#)

Faculty

- [Faculty Development Fund Application Deadlines](#) ⧉
- [Evaluation](#)
- [Contract Renewal, Tenure, and Promotion](#)
- [Other Forms](#)
- [Faculty Development Council Policies 2017-2018](#) ⧉
- [Faculty Development-Form 1 and Form 410 for Oahu training](#)
- [Faculty Development-Form 1](#)
- [Faculty Development-Form 2 for Event Host](#) ⧉

KISC

- [Suspending Appeals](#)
- [Grade Changes](#)

CELTT

- [Submit a Support Ticket](#)
- [Technology Procurement Form](#)

Staff

- [Staff Development Fund Application](#)

OFIE

- [Data Request Form](#)
- [Survey Request Form](#)

VC for Administrative Services

- Budget
- Use of Facilities, Buildings or Grounds

Business Office

- Cashier's
- Fiscal

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An Equal Opportunity, Affirmative
Action Institution Accredited by ACCJC

Groups

Administrative Staff Council
active 1 day, 1 hour ago

Sustainability Committee
active 4 days, 23 hours ago

Events

Teaching Online Prep Program - Summer
2018
05/21/2018 - 07/13/2018

Site Map

Forms

Departments

AGOs

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Training

Policies and Plans

Groups

Tools