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Links marked with this symbol  require Adobe Acrobat Reader which can be downloaded for free by clicking on the "Get Acrobat Reader" button.


Checklists

[Employee Checklists for New Hires and Separating Employees](#)

Board of Regents Appointments

 [UH Form SF-1: Request for Position Action](#) [UH Form 27A: Application: CC Faculty or E/M](#) [UH Form 33: Changes & Corrections of Key Personal Data](#) [UH Form 39: Position Description](#) [UH Form 63: Exec/Managerial Position Description](#) [Form 64 - Application: APT Positions \(form fillable\)](#) [Suggested Resume Format for APT applications](#) [Form 64a - Application \(Large Font Format\): APT Positions](#) [Suggested Resume Format for APT applications \(Large Font Format\)](#) [Form 64 - Application: APT Positions \(MS/WORD\)](#) [Form 64 - Application: APT Positions \(MS/WORD-Reader Accessible\)](#) [UH Form 70: APT Performance Evaluation Form](#) [UH Form 70 IT: Information Technology Specialist Performance Evaluation Form](#) [UH Form 91: Authorization Certificate for Release of Information](#) [UH Form 101: Certification of Retirement Period from the State or County](#) [Personnel Record Card](#) [Faculty Level Pay Option Agreement Form](#) Employee Tuition Waiver Forms moved to Tuition Waiver Section Below


Civil Service Appointments

 [Non-Civil Service \(89 Day Hire\) Appointment Request Form](#) [Leave Without Pay Form](#) [Personnel Record Card](#) [UH Form 13: Request for Filling a Civil Service Position](#) [UH Form 101: Certification of Retirement Period from the State or County](#) [HRD Form 278: Non-Civil Service Application](#) [Form 315A/UH-OHR: Competitive Internal Application](#) [Application Supplement: For Clerical Positions](#)

 [Form 329c: Request for Criminal History Record Clearance for State Civil Service Employment](#)

 [Form 355: Verification of Satisfactory Service with the State Executive Branch](#)

State Dept of Accounting & General Services (DAGS)

 [Form D-90: Employee's Designation of Beneficiary](#)

Note: Form D-90 must be printed on yellow paper only and the instructions must be printed on the reverse side of the form.


 [Form D-60: Salary Assign/Cancel - Bank Assignment](#)

Employees' Retirement System (ERS)


 [Form ERS-209: Certification of Compliance with Requirements for Employment of a Retirant](#)


 [Unused Sick Leave and Vacation Transmittal Form](#)

 [Form EC&B-1: ERS Membership Enrollment Form](#)


 [Form EC&B-24: Claim for Service](#)


 [Retro/Overpayment Breakdown Template](#)

 [Retro/Overpayment Breakdown Template Sample](#)

 [Form 1-A: Designation of Beneficiary Form](#)

NOTE: Print on GOLDEN ROD or YELLOW paper.

 [Form EC&B-45A: Request for Retirement Estimate](#)

 [Form 1551: Request to Acquire Previous Military Service](#)

UHM, Equal Employment Opportunity

 [Online Form 17: BOR Recruitment/Selection Online Application](#)

 [Form 17: Online Manual - DRAFT](#)

 [Form 17a: Civil Service Selection Form](#)

Flexible Spending Account


 [Link to OHR Benefits Page](#)

Health Benefits - Employee Union Trust Fund (EUTF)


 [Link to OHR Benefits Page](#)

State Dept of Human Resources & Development (DHRD)

 [HRD-1: Position Action Form \(Civil Service\)](#)


 [How the General Public may apply for Civil Service Positions](#)

 [HRD Form 10: Notification of Temporary Assignment \(Excel file\)](#)

 [HRD Form 278: Non-Civil Service Application](#)

 [HRD Form 305: Instruction for Certificate of Eligibles](#)

 [HRD Form 315A: Competitive Internal Application](#)


 [HRD Form 319b: Hawai'i Residency Acknowledgment](#)

 [HRD Form 319b Instructions: Hawai'i Residency Form](#)




[Form 329c: Request for Criminal History Record Clearance for State Civil Service Employment](#)

 [HRD Form 355: Verification of Satisfactory Service with the State Executive Branch](#)

 [HRD Form 397: Request for Non C/S 89-Day Appt \(Extension\)](#)

 [HRD Form 380: ACT 179 Acknowledgement Form and HRD ACT 179 Flyer](#)

 [HRD Form 381: Request for Approval of Civil Service or Exempt Position as Act 179 Labor Shortage or Act 179 Difficult-To-Fill](#)

 [HRD Form 397a: Request for Non C/S TAOL](#)

 [HRD Form 399: Extension of Temporary Appointment \(Excel file\)](#)


 [Position Description Template](#)

 [Position Description Instruction](#)

Immigration Form I-9

 [USCIS Update - Revisions to Form I-9](#)

 [Q & A - Revised Form I-9](#)


 [About Form I-9, Employment Eligibility Verification](#)


 [Instructions, Form I-9, Listing of Acceptable Documents](#)


 [Handbook for Employers](#)


Leave System

 [UH Form 1: Application for Leave of Absence](#)

 [ITS Batch Submission Form for Leave Processing](#)

 [Listing of Leave Codes](#)

 [UH Form 2: Leave of Absence Change Form](#)

 [UH Form 5: Leave of Absence Transaction Change Form](#)

 [Form G-2: Instructions for Completing Form G-2](#)


 [Form G-2: Application for Transfer of Vacation & Sick Credit](#)

 [Form G-2A: Instructions for Completing Form G-2A](#)


 [Form G-2A: Early Payout of Accumulated Vacation Leave Credits](#)


 [UH Form 46: Application for Family Leave](#)


 [Form WH-380-E: Certification of Health Care Provider for Employee's Serious Health Condition](#)

 [Form WH-380-F: Certification of Health Care Provider for Family Member's Serious Health Condition](#)

 [Form WH-381: Notice of Eligibility and Rights & Responsibilities](#)

 [Form WH-382: Designation Notice](#)

 [Form WH-384: Certification of Qualifying Exigency For Military Family Leave](#)


 [Form WH-385: Certification for Serious Injury or Illness of Covered Servicemember -- for Military Family Leave](#)


 [DPS Form 7: 2012-2018 Attendance and Leave Record \(Excel file\)](#)

 [DPS Form 7: 2009-2011 Attendance and Leave Record \(Excel file\)](#)

 [DPS Form 7: 2007-2008 Attendance and Leave Record \(Excel file\)](#)

 [DPS Form 7: 2003-2006 Attendance and Leave Record \(Excel file\)](#)

 [DPS Form 7: 2002 Attendance and Leave Record \(Excel file\)](#)


 [DPS Form 7: Leave Record Code Listings](#)

Parent-Teacher Conference

 [President's Memo, Administrative Directive & Guidelines](#)

 [Civil Service Employees](#)

 [Board of Regents Employees](#)

 [Summary Form](#)

Part-Time, Temporary & Seasonal/Casual (PTS)

 [Link to OHR Benefits Page](#)

Performance Appraisal System (PAS)

The revised Supervisory Manual for the Performance Appraisal System (PAS), PAS forms, and PAS Summary for Employees are available for viewing/printing. The revisions to the PAS for civil service employees became effective July 1, 2001.

 [Link to Electronic PAS Web Application](#)

-  [Supervisory Manual](#)

NOTE: Download this version of the Supervisory Manual.

-  [Frequently Asked Questions & Answers](#)

NOTE: Download this version of the Questions and Answers.

-  [PAS Summary for Employees](#)

Premium Conversion Plan (PCP)

 [Link to OHR Benefits Page](#)

SCOPIS

 [UH Form 6: SCOPIS \(for Dept use only\)](#)

 [UH Form 25: SCOPIS Change Form \(for Dept use only\)](#)

- Call Michael Wong at 956-8575 for help with both forms.

Service Awards

 [UH Form 12: Employee's Claim for Creditable Service for Awards](#)

 [Link to Purchase of Service Awards Items](#)

Social Security Administration

 [Form SSA-1945: Employment in a Job Not Covered by Social Security](#)

Tax-Deferred Annuities 403(b)

 [Link to UH 403\(b\) Third Party Administrator](#)

Temporary Disability Benefits

 [Link to Risk Management Website](#)

Training


 [UH Form 410 \(OHR\): Training Request Form](#)

Tuition Waiver

 [Employee Tuition Waiver](#)

 [Employee Declaration of Marital Status or Domestic Partnership](#)

Vacation Pay Deferral Program

 [Information Sheet](#)


- 403b Forms
 - [Link to 403b Information](#)
- 457 Post-Separation Vacation Pay Deferral (PSVPD) Program
 - [Instructions](#)
 - [Request Form](#)
 - [Payroll Schedule](#)
 - [Deferral Election Form](#)
 - [Flowchart](#)
- Early Vacation Payout (EVP) Program
 - [Instructions](#)
 - [Request Form](#)
 - [Payroll Schedule](#)
 - [Deferral Election Form](#)
 - [Flowchart](#)
 - [Form G-2A](#)
 - [Instructions for Form G-2A](#)

Miscellaneous

 [Creditable State Service for Service Awards](#)

 [Delegation of Authority](#)

 [General Confidentiality Notice](#)

 [Manual Payroll Notification Form \(PNF\)](#)

 [Fallback Salary Worksheet](#)