

# OUTREACH COLLEGE EMPLOYEE QUESTIONNAIRE

## SECTION 1 : EMPLOYEE INFORMATION *(to be completed by employee)*

Employee Name (last, first):

UH ID Number:

Highest Degree Completed :

Year Degree Completed:

Mailing Address:

Date of Birth:

Marital Status (optional):

**UH Commitments NOT with Outreach College: List other work commitments to be preformed during the next six months.**

*Please note that any changes to your UH Commitments during your appointment with Outreach could lead to potential termination, adjustments to pay scale, adjustments to your retirement coding, etc. Please let us know immediately should any of your work commitments change.*

CAMPUS & DEPT

APPOINTMENT PERIOD

APPT TITLE

CRN/ SUBJECT / CRSE

CREDIT HOURS

Pending applications for other UH positions you may have applied for but have not heard back from yet:

Other non-UH work commitments concurrent with this appointment (ex: full time with DOE)

### FICA Questions

YES NO

1. Will you be a member of the State of Hawaii Employee Retirement System (ERS) through another UH Dept or State agency during your appointment with us?

a. if YES, please indicate the UH Dept, State Dept or agency you are an ERS member through.

2. Are you currently retired and receiving retirement benefits from ERS?

3. Have you reached retirement age but are not yet retired and are a vested ERS member not currently working in an ERS position?

4. During your appointment with us, will you be in the UH on a J-1, F-1, M-1, or Q-1 Visa?

a. If YES, what type of Visa will you be on?

5. Are you currently, or will you be, a Graduate Assistant during your appointment with us?

a. if YES, is this appointment during the summer?

b. if YES, will you be enrolled in at least 4 credits during any summer session?

***I certify that I have completed the above to the best of my ability. I understand that should any of my work commitments listed above change, there could be potential impacts to my hire. I will make Outreach College aware immediately of any changes.***

---

**EMPLOYEE SIGNATURE and DATE**

## SECTION 2: Outreach Appointment Information

(to be completed by Outreach)

Appointment Start Date:

Appointment End Date:

### Instructional Appointment Course Information

Subject	Course No	Section	CRN	Credits
---------	-----------	---------	-----	---------

### Non-Instructional Appointment Description (e.g. Program Coordinator, Course Development, etc. )

YES NO

Will Employee have any face to face contact with students during or outside of class hours?

Will Employee be teaching courses that are a part of the Early College Program?

Will Employee be working from outside the state of Hawaii?

Will Employee be working from outside the United States or any of its territories?

If YES, will employee be entering US soil at any time during their appointment?

Submitted by: