

Summer Lecturer Overload Document Checklist

Instructions: The academic department must complete this checklist for each Lecturer Overload who will be paid via Outreach College Summer Payroll Accounts. The titles of the items listed are links to the form or further information about the item. Please see FAQ sheet if you have questions.

Submit the UH Form 6, this checklist, and all required documents **together** by file drop to **Debra Honda** at ocsummer@hawaii.edu

Deadlines to submit Lecturer Overload documents:

Appointee teaching in Summer Session I or Cross-Term: March 31, 2025

Appointee teaching in Summer Session II: April 30, 2025

| Employee Name (Last, First, M): | Attached? Please check one: <i>*If the option you are looking for is not listed, please refer to FAQ page or contact Outreach College at ochr@hawaii.edu</i> | |
|---|---|--|
| <u>UH Form 6: UH Overload & Casual Notification of Personnel Action</u> | <input type="checkbox"/> YES | <i>This form must be attached</i> |
| Approved Memo from the Provost allowing employee to work from out-of-state. LSR sent to OGC for info. | <input type="checkbox"/> YES | <input type="checkbox"/> NO. Not applicable. |
| <u>Outreach College FICA Verification Form</u> | <input type="checkbox"/> YES | <i>This form must be attached</i> |
| <u>If FICA CODE = K0</u> <u>Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered By Social Security</u> | <input type="checkbox"/> YES | <input type="checkbox"/> NO. Employee FICA does not equal K0 |
| <u>PTS Enrollment Form</u> – provide to employee, submit directly to address on the form. | Provide to employee | <input type="checkbox"/> NO. Employee FICA does not equal K0 |
| <u>PTS Employee Information Booklet</u> – provide to employee, do not submit | Provide to employee | <input type="checkbox"/> NO. Employee FICA does not equal K0 |

NOTE: Employee is required to enter his/her withholding tax information online at the Hawaii Information Portal (HIP). State and Federal tax information will default to “Single” with “0” exemptions until the employee is able to access HIP to enter his/her own tax withholding information.

Prepared by (print): _____ Dept: _____

Updated: Jan 2024