

Outreach College Instructions for Completing the UH Form 6 for Casual Hires

REMINDERS:

- ❖ Please use the form-fillable UH Form 6 located at:
https://www.oc.hawaii.edu/faculty_staff/documents/UH_Form_6.pdf
- ❖ A **separate** UH Form 6 must be completed for each different appointment period for each appointee.
- ❖ Multiple courses may be included on a single UH Form 6 **if** the courses are in the same session (must have the same start and end dates)
- ❖ Route the Form 6 for signatures
- ❖ **FILE DROP FORMS TO: Debra Honda at ocsummer@hawaii.edu by the appropriate deadline below**
- ❖ **Original form I-9 with wet signatures must be received at:**
Outreach College
Attn: OCHR
Keller 204A (office hours: M-F, 8am – 4pm) by the appropriate deadline below

DEADLINES TO SUBMIT FORM 6:	Summer Session I:	March 31, 2025
	(any courses w/ start date before 7/7/25)	
	Summer Session II:	April 30, 2025
	(any courses w/ start date on or after 7/7/25)	
	Cross Term:	March 31, 2025
	(any courses w/ start date before 7/7/25)	

❖ NOTES FOR INDIVIDUAL BOXES:

- Box 1. UH ID Number** – Enter the UH ID number of the appointee. No dashes needed. Please be sure to double check before requesting a new UH ID number to avoid multiple UH IDs assigned to one person.
- Box 2. Name** – Enter the legal name exactly as shown on Social Security card – no nicknames.
- Box 3. Address** – Enter the permanent mailing address. **This should match the home address the employee enters in the Hawaii Information Portal (HIP).** W-2 forms received at Outreach College will be sent to the home address printed from HIP.
- Box 4. Date of Birth** – Enter the birth date of the appointee in MM/DD/YY format.
- Box 5. Sex** – Enter “M” for male or “F” for female.
- Box 6. U.S. Citizen** – Enter “Y” if the appointee is a U.S. Citizen; “N” if the appointee is not a U.S. Citizen
- Box 7. Visa Type** – If you entered “N” in Box 6, select the appropriate visa type from the drop-down menu. This field is required if Box 6 indicates that the appointee is not a U.S. citizen. Leave blank if the appointee is a U.S. citizen.
- Box 8. Visa NTE** – Enter the visa expiration date in MM/DD/YY format. The visa must be valid until the end of the appointment period. This field is required if Box 6 indicates that the employee is not a U.S. citizen. Leave blank if the employee is a U.S. citizen.
- Box 9. Hawaii Resident** – Enter “Y” if the appointee is a Hawaii resident; enter “N” if the employee is not a Hawaii resident.

- Box 10. Veteran** – If the appointee chooses to disclose his/her veteran status, enter “Y” if he/she is a veteran; enter “N” if he/she is not a veteran. This box may be left blank if the appointee declined to disclose his/her status.
- Box 11. Marital Status** – Leave blank. Employee must enter his/her own marital status online at the Hawaii Information Portal (HIP). Marital status is defaulted to Single, if employee is unable to access HIP.
- Box 12. Physical Handicap** – Not required.
- Box 13. Tax Exemptions** – Leave blank. Employee must enter his/her own tax information online at the Hawaii Information Portal (HIP). Tax information is defaulted to zero (0), if employee is unable to access HIP.
- Box 14. Payroll Number and Distribution Code** – Enter “F2” for the Payroll Number and “311” for the Distribution Code.
- Box 15. FICA** – Enter the appropriate FICA code as determined from the [Outreach College FICA Verification Form](#).
- E - Casual appointee WITH Employees’ Retirement System (ERS) membership from an ERS eligible position or ERS retiree receiving benefits from ERS.
 - K - Casual appointee WITHOUT current Employees’ Retirement System membership, and Graduate Assistants who **are not** enrolled in at least 4 credits during Summer.
 - N - All appointments with F1, J1 or M1 visas, and Graduate Assistants who **are** enrolled in at least 4 credits during Summer.
- Box 16. Retirement** – Enter “N0” for all summer appointments.
- Box 17. Ethnicity** – Select the appropriate ethnicity code from the drop-down menu. If the appointee chooses not to complete the UH Form 27 – Ethnic Background Form, please use observer identification or other personnel records if available to determine the appointee’s ethnicity.
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|------------------------------------|--|
| AA – African American or Black | KO – Korean |
| AI – American Indian/Alaska Native | LA – Laotian |
| CA – Caucasian or White | MC – Micronesian (not Guamanian or Chamorro) |
| CH – Chinese | OA – Other Asian |
| FI – Filipino | OP – Other Pacific Islander |
| GC – Guamanian or Chamorro | SA – Samoan |
| HS – Hispanic | TH – Thai |
| HW – Native Hawaiian/Part-Hawaiian | TO – Tongan |
| IN – Asian Indian | VI – Vietnamese |
| JP – Japanese | |
- Box 18. Nature of Action** – Enter “Casual Appointment”
- Box 19. Effective Date** – Enter the effective date of the action. The effective date of hire is the first day of class for the course, typically as follows:
 Summer Session I – 05/27/2025
 Summer Session II – 07/07/2025
- Box 20. Appointment Period** – Enter the appointment period, which is the first day of class through the last day of class. For classes following the standard 6-week schedule:
 Summer Session I – 05/27/2025 to 07/03/2025
 Summer Session II – 07/07/2025 to 08/14/2025
- Boxes 21 – 28.** Not applicable for Casual Hires
- Box 29. To: Position Title** – Enter “Lecturer”
- Box 30. New FTE** – Enter the Full Time Equivalency of the appointee (e.g., “0.25” for someone teaching 3 credits). This is calculated by dividing the number of credits by 12. Note: 6 credits should be

entered as 0.49999. For non-instructional and non-credit appointments, FTE is calculated by dividing the number of hours worked per week by 40 (e.g., 10hrs/40hrs = 0.25)

Box 31. Salary Range Step – Enter the SUMMER range and step of employee (LA, LB, or LC)

Box 32. PAY RATE: Hourly – Leave blank unless this appointee will be paid hourly.

-or-

PAY RATE: Monthly – Enter amount to be paid for the courses being taught.

Box 33. Total Overload Funds – Enter total to be paid, including Travel Differential, if applicable.

Box 34. Name of Employing Agency

Dept: University of Hawai'i

Division: Outreach College

Branch: Summer Session

Section:

Unit: Manoa Campus

Box 35. Account Code – Enter the appropriate campus code (MA for Manoa campus) and the 7-digit account code assigned to the college (please refer to the [Outreach College Payroll Account Codes](#)). Enter the percent to be charged to each account. Total must equal 100%

Box 36. Remarks – Enter the Subject, Number, Section, Number of Credits, and Course Reference Number (CRN) Enter employee email at the bottom.

Example: SOC 234 sec 601 (3 cr) CRN: 99999

*Fee Basis \$5,733.00 (Amount to be paid based on number of credits)

Employee email: jadoe@hawaii.edu

Box 37. Travel Differential – Enter “Travel” and the amount. Travel differentials must be approved by memo from your college Dean.

Box 38. Contact Person – Name and phone number or email of the person to be contacted if there are any questions regarding the Form 6 or supporting documents. (This is typically the person who completed the Form 6.)

Box 39A. Department Chairperson's Signature – signature required.

Box 39B. College Dean's Signature – signature required.