Document Types in HR Front End

- Academic Hourly job descriptions = Position/Job Description
- Hiring Request Form (only attach if required by college) = Employment Docs
- Letter of Offer/Acceptance Letter = Offer-Acceptance Letter
- ODEA Search email approval = Search Approval
- ODEA Search Waiver email approval = Search Waiver
- PAPE = PAPE - Job
- Resignation letters = Separation
- Retire/Rehire form = Provost Approval
- SURS Annuity form = Employment Docs
- Documents with Office of Provost Approval stamp = Provost Approval
- Documentation with reference to another person (ex: letter reflecting salary increases for multiple employees) = Letter of Explanation – Confidential
- Service in Excess of 100% Form (not summer) = Service in Excess of 100%
- Spreadsheets reporting time worked = Letter of Explanation – General
- Background Check email = Background Check