Document Types in HR Front End

- Agreement
  - MOU’s
- Background Check
  - Background Check email approval
- Conditional Hire STM.
  - Conditional Hire HRFE approval form
  - Conditional Hire Employee Agreement
- Employment Docs
  - Hiring Request Form (only attach if required by college)
  - SURS Annuity Form
- Exception to Limit on Summer Appt
  - Summer Exception Form
- FTE Change
  - FTE/Percent Time Change Acceptance form
- Letter of Explanation - General
  - Spreadsheets reporting time worked
- Letter of Explanation – Confidential
  - Documentation w/reference to another person
    - Example: Letter reflecting salary increases for multiple employees
- Offer-Acceptance Letter
- Position/Job Description
  - Academic Hourly Job Descriptions
  - Academic Professional Job Descriptions
- Provost Approval
  - Retire/Rehire Form
  - Documents with Office of Provost Approval stamp
- Search Approval
  - OAE Search email approval
- Search Waiver
  - OAE Search Waiver email approval
- Separation Docs
  - Resignation Letters
  - Waiver of Sick Leave Payout
  - Employee Separation and Exit Form
- Service in Excess of 100%
  - Service in Excess of 100% form (not summer)
- Sexual Misconduct Check
  - Sexual Misconduct Check email approval
- UI BOT Approval
  - BOT Approval email
- Notification of Non-Reappointment
  - These should all go through Illinois Human Resources. Do NOT start a HRFE transaction!