

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!**