HR Front End Document Types & Associated Documents

- Agreement
  - MOU’s
- ANCRA Documents
- Application
- Awards
- Background Check
  - Background Check email approval
- Certifications
  - Degree Confirmation or Degree Letters
- Civil Service Employment Denial Letter
- Civil Service Exam Request Denial Letter
- Civil Service Flex Year Acceptance
- Civil Service Master Referral
- Civil Service Notice of Prob Period
- Civil Service Prob. Employee Performance Eval
- Civil Service Veteran’s Points
- Civil Service Voluntary Downgrade Form
- Conditional Hire STM.
  - Conditional Hire HRFE approval form
  - Conditional Hire Employee Agreement
  **Upload BOTH documents in HRFE**
- CV/Resume
- EH Employment Docs
- Employment Docs
  - Hiring Request Form (only attach if required by college)
  - SURS Annuity Form
  - J-1 Letters
  - Salary Approval (Civil Service - ONLY if outside of approved range)
- Exception to Limit on Summer Appt
  - Summer Exception Form
- FMLA Request/Approval
- FTE Change
  - FTE/Percent Time Change Acceptance form
- I-9 – DO NOT USE
- Insurance Marketplace Notice
- Leave - Military Documentation
- Leave of Absence Covid Retro
- Leave of Absence – Request
  - COVID Certification Form
- Letter of Rec./Ref./Employee Ver
- Loan Default
- Letter of Explanation - General
  - Spreadsheets reporting time worked
• Letter of Explanation – Confidential
  o Documentation w/reference to another person
    ▪ Example: Letter reflecting salary increases for multiple employees
• Nepotism
• Nonimmigrant Alien
• Notification of Non-Reappointment
  o These should all go through Illinois Human Resources. Do NOT start a HRFE transaction!
• Offer-Acceptance Letter
• PITR
• Position/Job Description – (Does not need to be attached any longer)
• Professional License
• Provost Approval
  o Retire/Rehire Form
  o Documents with Office of Provost Approval stamp
  o Mid-Year Salary Increases
• Search Approval
  o OAE Search email approval
  o Appointment Form
  o JDX Approval Email
• Search Waiver
  o OAE Search Waiver email approval
• Separation Docs
  o Resignation Letters
  o Waiver of Sick Leave Payout
  o Employee Separation and Exit Form
• Service in Excess of 100%
  o Service in Excess of 100% form (not summer exception form)
• Sexual Misconduct Check
  o Sexual Misconduct Check email approval
• Sick/Transfer/Reinstate/Waive
• SSA Form 1945
• SSN/Name Change Form – Do NOT attach SSN or Driver’s License
• State Prior Service
• Transcript for Employ (HS or COLL)
• UI BOT Approval
  o BOT Approval email