

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
 - Documentation w/reference to another person
 - Example: Letter reflecting salary increases for multiple employees
- Nepotism
- Nonimmigrant Alien
- Notification of Non-Reappointment
 - 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
 - Retire/Rehire Form
 - Documents with Office of Provost Approval stamp
 - Mid-Year Salary Increases
- Search Approval
 - OAE Search email approval
 - Appointment Form
 - JDX Approval Email
- 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 exception form)
- Sexual Misconduct Check
 - 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
 - BOT Approval email