

# Human Resources/Payroll Documentation Grid

This grid has been designed to help facilitate the processing of applicable supporting documentation through Central Payroll, HRIS, and Employee Benefits June 2005 v1.5

REQUIRED DOCUMENT	HR ACTION												
	CS/BU New Hire	Academic New Hire	Graduate Assistant New Hire	Undergrad Student New Hire	Temporary No Post (see "other" for additional info)	Temp and Casual Appointment	Change in Status or Transfer	Appointment Continuation	Term	Leave of Absence (with or without pay)	Sabbatical	Medical Residents/Fellows New Hire	
Quick Hire Form (must be completed before offer can be made)				JC									
Application	▲◆	▲◆	▲◆	▲◆	▲◆	▲◆						▲◆	
HRIF	▲	▲◆	▲◆	▲◆	▲◆	▲◆						▲	
I-9	PR	PR	PR	PR	PR	PR						PR	
W-4												PR	
MSRS	PR				PR								
Direct Deposit ■	PR	PR	PR	PR	PR	PR						PR	
Temp Letter	▲◆				▲								
Appointment Letter	▲◆	▲◆	▲◆	▲◆	▲◆	▲◆	▲◆	▲◆				▲◆	
Degree Verification		▲											
Form 1598 ▲		See "other"											
Sabbatical Form Letter											▲◆		
Leave Memo/Request								▲◆	▲◆				
Vacation Records/Payout (Faculty /P & A)		▲						Employee Benefits					
COBRA ●								●					

If a box is left blank, a document is not required for the HR Action.

**Medical Resident/Fellow Appt**  
**Also need copies of the following sent to AHC AIS:**  
 HRIF Form  
 Social Security Card  
 Medicine Degree  
 ECFMG Certificate (if applicable)

**IMPORTANT:**

For information regarding layoffs contact your AHC HR Consultant

NOTE: All layoffs/layoff non-renewals must be entered by Employee Benefits 100 Donhowe at 4-9090.

- If applicable
- ▲ Copy retained in hiring department
- Send to employee upon termination or if appointment falls below 75%
- ◆ Original sent to Central HR Files

ACRONYMS	
CS/BU	Civil Service/Bargaining Unit
HRIF	Human Resources Information Form
HRIS	Human Resources Information Systems
MSRS	Minnesota State Retirement System
PR	Payroll
JC	Job Center

Other:	Form 1598	Academic Hiring: Affirmative Action Summary Fax to Academic Jobs 5-9801
	Temp No Post	Job duties, etc. should be written in the comments section in PeopleSoft. Extension for BU employees not granted; contact AHC HR Consultant for CS extension
	U of M Duluth	Student hires require the Duluth Student Employment 139 DADB form.
	Foreign Nationals	New hires must report to Payroll & ISSS in person. Confirmation from Payroll to be retained in employees' file.
	Requisitions	All requisition numbers must be entered in the Appointment UM Panel in PeopleSoft.

Comments. Questions? Call the AHC HRIS Helpline at 6-4361