

Attachments Needed by Records Administration

Document Reason	No Attachments Required	I-9 Form	Position Request Form	Hire Letter/Letter of Appointment	Application /Resume /Records Info Req Form/CV**	Transfer Letter	Affirmative Action Checklist	Internal Job Posting	Reclass Memo from Comp	Monthly Accruals	Family Medical Leave Request Form	Memo from Dept.	Resignation / Term or Severence Letter
Additional Assignment ¹													
Budget	X												
Change of Assignment Category										X ²			
Create Volunteer - 60					X							X	
Data Change - Proj Last Day Ext												X	
Data Change - Visa Update		X											
Education Leave With & Without Pay										X		X	
End a Trainee	X												
End a Volunteer	X ³												
End Assignment	X												
Equity Increase												X	
FMLA With & Without Pay										X	X	ACT Comment	
Medical Leave With & Without Pay										X	X	ACT Comment	
Merit Increase												X	
Military Leave With & Without Pay										X		Military Orders	
New Hire - 01, 03, 12, 17		X	X	X	X								
New Hire - 02, 04, 06, 07, 11, 21		X		X	X ⁶								
New Hire - 99		X ⁷											
New Hire - 04 Affiliated Employee Zero Pay					X ⁴								
New Trainee Award - 06, 20				X									

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OJI Family Medical Leave										X		ACT Comment	
OJI Leave With & Without Pay										X		ACT Comment	
Personal Leave With & Without Pay										X		X	
Probationary Increase	X												
Promotion Same Dept			X		X		X	X					
Reclassification									X				
Rehire - 01, 03, 12, 17		X	X	X	X								
Rehire - 02, 04, 06, 07, 11, 21		X	X	X ⁶	X								
Return from Leave												X	
Salary Schedule Adjustment												X ⁵	
Terminate Employee										X			X
Transfer Lateral/Different			X			X						X ⁸	
Transfer Lateral/Same			X				X	X				X ⁸	
Transfer with Promotion			X		X	X							
¹ Attachments are typically required based on the the particular assignment category for the additional assignment. When in doubt, please call Records.													
² Monthly accruals due if employee moving from biweekly to monthly.													
³ Faculty Data Form required if the Voluntary appointment was faculty.													
⁴ 04 Affiliated Employee Zero Pay - Records Info Request Form required if the person has never been a UAB employee.													
⁵ Required for Graduate Assistants, Graduate Student Trainees and Post doctoral Trainees													
⁶ For assignment category 21 Post Doctoral Fellows.													
⁷ I-9 not required for Independent Contractors or Division Occasional Award job titles													
⁸ Required for reorganization													