

Document Reason	No Attachments Required	Compensation Request Form/PAR	Hire Letter, Transfer Letter, Promotion Letter, Appointment Letter, or Agreement Letter	Application, Resume, or CV	Family/Medical Leave Request Form	Resignation letter, Termination Letter or Severance Letter	Federal Work Study Placement Form	Statement of Appointment Form	Records Information Request Form	Memo from Dept.
Additional Assignment <sup>1</sup>										
Budget	X									
Change of Assignment Category										X
Create Volunteer (60) and Oracle Access (59)			X	X					X	
Data Change (projected last day)			X <sup>3</sup>							X
Data Change (Visa Update)	X									
Education Leave										X
End a Trainee	X									
End a Volunteer	X									
End Assignment	X									
Equity Increase										X
FMLA with or without Pay					X					
Medical Leave with or without Pay					X					X
Merit Increase										X
Military Leave with or without Pay										X (Military Orders will suffice)
New Hire/Rehire (01, 03, 12, 17)	X									
New Hire/Rehire (02, 04, 21)	X									
New Hire (04) – Affiliated Employee Zero Pay				X					X	
New Hire/Rehire (06, 07)				X						
New Hire/Rehire (11)				X			X			
New Hire (99)										
New Trainee (06)			X							
New Trainee (20)			X					X		
OJI Family Medical Leave										X (ACT comment will suffice)
OJI Leave with or without Pay										X (ACT comment will suffice)
Personal Leave with or without Pay										X
Probationary Increase	X									
Promotion Same Department		X	X	X						
Reclassification		X								

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Salary Schedule										X <sup>6</sup>
Terminate Employee						X				
Transfer Lateral/Different Department		X	X	X						X <sup>7</sup>
Transfer Lateral/Same Department										X
Transfer with Promotion		X	X	X						

<sup>1</sup> Attachments are required based on the particular assignment category for the additional assignment.

<sup>2</sup> Monthly accruals required if changing from monthly to biweekly.

<sup>3</sup> A new agreement letter is required for Graduate Assistants, Graduate Research Assistants, Graduate Teaching Assistants, Trainees and Postdoctoral Employees.

<sup>4</sup> Memo from Employee about use of benefit time (vacation and personal holiday).

<sup>6</sup> Required for Graduate Assistants, Graduate Research Assistants, Graduate Teaching Assistants and Trainees.

<sup>7</sup> Required for Department reorganization.