# 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

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

<table>
<thead>
<tr>
<th>HR Action</th>
<th>Required Document</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Hire Form (must be completed before offer can be made)</td>
<td>JC</td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td>▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲</td>
<td>JC</td>
</tr>
<tr>
<td>HRIF</td>
<td>▲ ▲ ▲ ▲ ▲ ▲ ▲</td>
<td>▲</td>
</tr>
<tr>
<td>I-9</td>
<td>PR PR PR PR PR</td>
<td>PR</td>
</tr>
<tr>
<td>W-4</td>
<td>PR PR PR PR PR</td>
<td>PR</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>▲ ▲ ▲ ▲ ▲ ▲ ▲</td>
<td>▲</td>
</tr>
<tr>
<td>Temp Letter</td>
<td>▲ ▲ ▲ ▲ ▲ ▲ ▲</td>
<td>▲</td>
</tr>
<tr>
<td>Appointment Letter</td>
<td>▲ ▲ ▲ ▲ ▲ ▲ ▲</td>
<td>▲</td>
</tr>
<tr>
<td>Degree Verification</td>
<td>▲</td>
<td>▲</td>
</tr>
<tr>
<td>Form 1598</td>
<td></td>
<td>▲</td>
</tr>
<tr>
<td>Sabbatical Form Letter</td>
<td></td>
<td>▲</td>
</tr>
<tr>
<td>Leave Memo/ Request</td>
<td>▲ ▲ ▲ ▲ ▲ ▲ ▲</td>
<td>▲</td>
</tr>
<tr>
<td>Vacation Records/ Payout (Faculty/ P &amp; A)</td>
<td>▲</td>
<td>▲</td>
</tr>
<tr>
<td>COBRA</td>
<td></td>
<td>▲</td>
</tr>
<tr>
<td>Medical Residents/ Fellows</td>
<td></td>
<td>▲</td>
</tr>
<tr>
<td>Sabbatical</td>
<td></td>
<td>▲</td>
</tr>
</tbody>
</table>

**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
  - ▲ Original sent to Central HR Files

**ACRONYMS**

- CS/ BU: Civil Service/ Bargaining Unit
- HRF: Human Resources
- HRIS: Human Resources Information Systems
- MSRS: Minnesota State Retirement System
- PR: Payroll
- JC: Job Center

**HRIS Form**

- Social Security Card
- Medicine Degree
- ECFMG Certificate (If applicable)

**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 OADB 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.

**ACRONYMS**

- CS/BU: Civil Service/Bargaining Unit
- HRF: Human Resources
- 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 OADB 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