

NEW FACULTY PAPER BACKUPS CHECKLIST

NAME: _____

Required for ALL New Employees:

New Employee Forms (NEO Wizard generated):

- New Employee Data Entry Worksheet (**Completed**)
- Loyalty Oath (**notarized**)
- Memorandum of Understanding
- Controlled Substance Conviction Form
- W-4

- OPS / Adjuncts** (teaches Undergraduate or Medical / Law classes)
- Visiting in Lieu of Adjunct** (teaches Graduates)

- pPAF
- New Employee Forms
- Copy of Social Security Card
- Curriculum Vitae

- Unadvertised**
 - o Less than 0.5000 FTE
 - o Visiting Salaried
 - o Written in / named in Grant (requires ORIGINAL proof of Degree)
 - o Provost Minority Recruitment Program (requires ORIGINAL proof of Degree)
- pPAF
- New Employee Forms
- Signed ORIGINAL Offer Letter
- 3 Letters of Recommendation
- Copy of Social Security Card
- Curriculum Vitae
- Employment Contract

- Advertised**
(**Regular** **Research** **Visiting**)
 - o Salaried (12, 10, 9 months) with more than 0.5000 FTE
- Job Offer through e-Recruit
- New Employee Forms
- Signed ORIGINAL Offer Letter
- 3 Letters of Recommendation
- Advertising Backups (AA 186)
- OFFICIAL Proof of Degree (Copies are NOT acceptable)
- Copy of Social Security Card
- Curriculum Vitae
- Employment Contract

- Courtesy**
 - o Unpaid position / Eminent Scholar paid by Foundation
- pPAF
- New Employee Data Entry Worksheet
- Curriculum Vitae
- Copy of Social Security card (desirable, if unavailable, please assure information is correct on New Employee Data Entry Worksheet)

IF you have questions, please contact the Office of the Dean of the Faculties at 644-6876.

SENT TO DOF SRAS on _____ (date) Completed by _____ (initials) on _____ (date)

NAME: _____

Checklist for New Faculty Appointments

Required for (OPS) New Adjunct and Visiting in Lieu of Adjunct Appointment:

- pPAF (paper Personnel Action Form)
- Copy of the Social Security Card
- Curriculum Vitae
- Documents produced from New Employee Wizard (see below)
- Reappointment** requires **pPAF** for **Adjuncts**, **e- or pPAF** for Visiting in Lieu of Adj.

Required for New Unadvertised Appointment:

- pPAF (paper Personnel Action Form) – NO e-Recruit!
- Copy of the Social Security Card
- Curriculum Vitae
- Signed Original Offer Letter
- Three Letters of Recommendation (can be forthcoming within 30 days of sending pPAF to the Dean of the Faculties Office)
- Official degree proof (**Copies are NOT acceptable**)
- Documents produced from New Employee Wizard (see below)

Required for Advertised Appointments:

- Position must be advertised through a Job Openings in OMNI HR
- Job offer through e Recruit
- Copy of the Social Security Card
- Curriculum Vitae
- Signed Original Offer Letter (unless Faculty Member is in the position in a Visiting Capacity with a prior Offer Letter)
- Three Letters of Recommendation (can be forthcoming within 30 days of sending pPAF to the Dean of the Faculties Office)
- Advertising Backups: [AA186](#) (Affirmative Action Form)
- Official proof of earned degree (**Copies are NOT acceptable**)
- Documents produced from New Employee Wizard (see below)

Required for New Courtesy Appointment:

- pPAF (paper Personnel Action Form)
- Curriculum Vitae
- Copy of the Social Security Card (if available)
- [New Employee Information Worksheet](#) if not currently in a faculty position

Please remember to attach all HR backups when submitting new Faculty pPAFs or job offers to the Dean of the Faculties Office. The following **backups should be generated by the New Employee Forms Wizard** including (**please do not use saved, older versions of these backups as it may delay processing**):

- Loyalty Oath
- Memorandum of Understanding
- W-4
- Controlled Substance Conviction Form
- New Employee Information Worksheet

NAME: _____

Checklist for Faculty Re-Appointments

Required for Re-Appointment:

- pPAF (paper Personnel Action Form) for Adjuncts (-40)
- pPAF for 9 months salaried
- pPAF for 10 months salaried (FSUS / DRS)

Required for Re-Appointment of Regular :

- ePAF for 12 month salaried
- ePAF for Visiting in Lieu of Adjunct (-90)
- For reappointments of Visiting in Lieu of Adjunct, DOF will accept pPAFs, but prefers ePAFs.

Other reasons for sending pPAFs:

- Retroactive changes to distributions that occurred prior to current pay period
 - o pPAF
 - o RDF if funding redistribution is involved
- Administrative Code Changes
- Name Changes
 - o Make sure to include a New W-4 and a Name Change Request Form (can be found on the main HR Forms website)

Other reasons for sending ePAFs:

- Current or future dated changes to period amount or funding code for non-contract pay

NAME: _____

Paper Backups for New Faculty Appointments

