

Staff Personnel Forms/Documents Distribution

Form/Document	Central HR	Dept	Payroll	Comments
	Pers File	Empl File	Empl File	
Absence notices/overtime slips		*		*Kept in dept file separate from employee's personnel file
Alternate work schedule request		X		
Application, etc.	X	X		
Background Check Authorizations		*		*Originals to Police Dept; copy in separate dept file; copy to ee
Background Check Worksheet		X		Kept in dept file with position description
Benefit forms (BELI, Insurance Enrollment, etc.)		X		Originals to Benefits
Certif. of JD Receipt by ee - UCDHS	X	X		
Child Abuse Notification	X	X		
Contracts - PSS	X	X		
CTO Agreement		X		
Designation of Physician		X		
DMV Pull Notices		*		*Kept in dept file separate from employee's personnel file
DOT Drug Testing		*		*Kept in dept file separate from employee's personnel file
Elder Abuse Notification	X	X		Original in HR; copy in department file
Emergency Information		X		
Emplyt Certification Form - UCDHS	X	X		
Employee Checklist - UCDHS	X	X		
Employee Development Worksheet		X		
Employee Response to LOW				
Employee Time Record		*		*Kept in dept file separate from employee's personnel file
Employment Eligibility Verification (I-9)		*	X	*Kept in dept file separate from employee's personnel file
Equity approval	X	X		
Ergonomic Evaluations		*		*Kept in dept file separate from employee's personnel file
Furlough - Partial Year Career Certification	X	X		
Furlough - Furlough Notice	X, *	X	X	*Copy to Benefits
Individual Development Plan		X		
Internet Changes/UC for Yourself	*			*to Benefits
Investigatory Leave Letter	*			*Kept in confidential envelope
Investigation Reports	*			Employee & Labor Relations
Layoff Proposal	X			Kept in confidential envelope or separate file
Layoff Notice to employee	X	X		
Layoff service calculation	X			
Leave of Absence Forms (FML)	*	**		*HR copy to Benefits ** Kept in dept file separate from personnel file
Leave of Absence 'Notice' Letter to ee (FML)				To E&LR consultant
Leave of Absence Forms (Personal)	X	X		
Letters of demotion	X	X		

Letters of dismissal	x	x		
Letters of expectation/counseling		x		
Letters of release	x	x		
Letters of reference	*	x		*HR Central file: as part of application only
Letters of salary decreases	x	x		
Letters of suspension	x	x		
Letters of warning	x	x		Employee responses kept in dept file only
Licenses and Certificates	x	x		
Medical Separation documentation	*	**		*, **Kept in confidential envelope or separate file
Medical Separation letter	x	x		
Merit award letter		x		
Mid Year Review		x		
Near relative approval	x	x		
New Employee/Orientation Checklist	x	x		
Notice of Intent to Chg Terms & Cond of Empl	x	x		
Oath/Patent (UPAY 585 - UCDHS)			x	
PANs	x	x		Some transactions are kept in HR central files
Payroll Deposit Form		x	x	
Payroll Personnel System IDOC's		x	x	
PeopleSoft IDOC's (UCDHS)	x	x		
Performance Evaluation	x	x		
Personal Data Form/Personnel Questionnaire		x	x	
PIN Authorization	*			*to Benefits
Position Description (Career)	x	x		
Position Description (Limited Term)	x	x		
Probationary Period Evaluation		x		If the dept chooses to complete one, it should go only in dept file
Probationary Period Report	x	x		
Reasonable Accommodation Record	*	x		*HR copy kept by D. Shimek
Rebuttal to EPAR	x	x		Attach to EPAR
Reclassification approvals		x		
Reduced Fee Enrollment		x		Original to Registrar's Office
Resignation letter	x	x		
Release of Employee Records	*			*Kept in confidential envelope in file
Retiree Waiver	*	x		*Original to Benefits
Sabbatical				
Salary exception approval	x	x		
Service info from other institutions	x			
Service letters to department	x	x		
Service time audit summary	x			
Special recognition letters/awards		x		
Staff Development Enrollment Records		x		

START Contract	x	x		Orig to Department; Copy to HR
Statement of Citizenship			x	
Stipend approval		x		
Subpoena and response information	x			Kept in confidential envelope in file
Summaries of Accomplishment (SOA)	x	x		Orig to Department; Copy to HR
Telecommute/Flexible Schedule Request	*	x		Kept in dept file; *Excl Rep ee's, copy to HR/CB
Terms of Emplty/Benefits Checklist	*			*to Benefits
Unemployment Insurance Termination Report	n/a	n/a	n/a	No longer required for separations
Vacancy listing	x	x		
Vacation Plan Worksheet		x		
Volunteer Appointment		x		
W-4			x	
Waivers of Recruitment	x	x		
Workers Comp forms		*		*Kept in dept file separate from employee's personnel file
Retention/Disposition Employee Files				
Maintain employee files until 5 years after individual separates from University employment, except in cases of disability, retirement or disciplinary action, in which cases retain until individual reaches age 70 (green sticker indicates date they turn 70).				