Form Purpose and Routing Guidance

For the Division of Academic Affairs

Intended action		Form(s)
Hire new or rehire returning GA, RA, TA		GAF*
Rehire returning IAS within 12 months · (at or below 1.0 FTE)		CAF*
Rehire returning NIAS within 12 months · (at or below 1.0 FTE)		CAF*
Rehire returning IAS · (portion above 1.0 FTE)		CAF*
		Overload Form · (overload form fully completed before work starts)
Rehire returning NIAS · (portion above 1.0 FTE)		CAF*
		Overload Form · (overload form fully completed before work starts)
Hire new Faculty, IAS · (at or below 1.0 FTE)		RAF*
		Salary Comp Form
		CBC/SHRC needed if gone for more than 12 months
Hire new NIAS · (at or below 1.0 FTE)		RAF*
		CBC/SHRC needed if gone for more than 12 months
Hire new Faculty, IAS · (portion above 1.0 FTE)		RAF*
		Salary Comp Form
		Overload Form · (overload form fully completed before work starts)
Hire new NIAS · (portion above 1.0 FTE)		RAF*
		Overload Form · (overload form fully completed before work starts)
Hiring former IAS after 12 month break · (at or below 1.0 FTE)		RAF*
		Salary Comp Form
		CBC/SHRC needed if gone for more than 12 months
Hiring former NIAS after 12 month break · (at or below 1.0 FTE)		RAF*
		CBC/SHRC needed if gone for more than 12 months

Hiring former IAS after 12 month break · (portion above 1.0 FTE)		RAF*
		Salary Comp Form
		Overload Form · (overload form fully completed before work starts)
		CBC/SHRC needed if gone for more than 12 months
Hiring former NIAS after 12 month break · (portion above 1.0 FTE)		RAF*
		CBC/SHRC needed if gone for more than 12 months
		Overload Form · (overload form fully completed before work starts)
An IAS who is increasing FTE after initial packet completed		CAF* · (ensure Form #/Original PAF # is referenced) · (new FTE at or below 1.0 FTE) · (ensure cancelation/ enrollment taken dates provided or NA)
An IAS who is increasing FTE after initial packet completed		CAF* · (ensure Form #/Original PAF # is referenced) · (new FTE at or below 1.0 FTE) · (ensure cancelation/ enrollment taken dates provided or NA)
		Overload Form · (overload form fully completed before work starts)
Faculty, IAS who will have delayed payment		CAF* · (ensure Form #/Original PAF # is referenced) · (ensure cancelation/ enrollment taken dates provided or NA)
		PAF*
NIAS who will have delayed payment		CAF* · (ensure Form #/Original PAF # is referenced) · (ensure cancelation/ enrollment taken dates provided or NA)
		PAF*
Faculty doing an overload in same department		Overload Form · (overload form fully completed before work starts)
		PAF* · (ensure cancelation/ enrollment taken dates provided or NA)

Hire new Faculty for a summer appointment before their on-going appointment		RAF*
		Salary Comp Form
Faculty doing an overload in different department		PAF* · (ensure cancelation/ enrollment taken dates provided or NA)
		Salary Comp Form (not needed if non-instructional)
		Overload Form · (overload form fully completed before work starts)
FASLI who need the PAF held until work is completed		PAF* · (ensure cancelation/ enrollment taken dates provided or NA)
Hire university staff ongoing or project		Recommendation for University Staff Appointment Form
Hire new or rehire returning TEs as of their anniversary date		USTE Request Form
		CBC/SHRC needed if gone for more than 12 months
FASLI who need to go on partial or full Leave of Absence		Non-Medical Leave Request
		Possible other form: CAF
		Possible other form: RAF

*Ensure Form IDs (formerly PAF#) are used.

RAF-Recommendation for Faculty or Academic Staff Appointment
 · include resume and transcripts
 · has waiver and funding components

CAF-Continuing Appointment Form
 · has waiver and funding components

Routing

	GAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable) - receives a copy: HR Inbox HR: reviews, creates contract, sends packet and contract to AA AA: secures remaining signatures, sends packet and contract to HR HR: sends contract to EE
	CAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox HR: secures HR signature, creates contract, sends to AA AA: secures remaining signatures, sends packet and contract to HR HR: sends contract to EE
	Overload Form DocuSign: · (overload form fully completed before work starts) - sign: Employee, Overload Department Chair/Associate Dean/Unit Supervisor, Overload Dean/Director, Overload Account Budget Manager (WISER) (if different than either prior signature), Overload Grant Accounting (if 113/133/144 account), Home Department Department Chair/Associate Dean/Unit Supervisor (if different), Home Department Dean/Director (if different) - receives a copy: Academic Affairs Personnel Forms AA: secures remaining signatures
	RAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable) - receives a copy: HR Inbox HR: secures HR signature, creates contract, sends to AA AA: secures remaining signatures, sends packet and contract to HR HR: sends contract to EE and coordinates on-boarding
	PAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable) - receives a copy: Academic Affairs Personnel Forms AA: will release to HR when appropriate
	USTE DocuSign: - sign: Department, Dean - receives a copy: Academic Affairs Personnel Forms AA: secures remaining signatures, sends packet to HR via DocuSign HR: sends contract to EE and coordinates on-boarding
	Non-Medical Leave Request DocuSign: - sign: employee, supervisor Route with other forms