## Form Purpose and Routing Guidance

*For the Division of Academic Affairs*

<table>
<thead>
<tr>
<th>Intended action</th>
<th>Forms</th>
<th>Routing</th>
</tr>
</thead>
</table>
| **Hire new or rehire returning GA, RA, TA** | • GAF* | GAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable)  
- receives a copy: Academic Affairs  
AA: creates contract, sends packet and contract to HR  
HR: sends contract to EE and reviews packet |
| **Rehire returning IAS (at or below 1.0 FTE) (CBC/SHRC needed if gone for more than 12 months)** | • CAF* | CAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, sends to AA  
AA: creates contract, sends packet and contract to HR  
HR: sends contract to EE |
| **Rehire returning NIAS (at or below 1.0 FTE) (CBC/SHRC needed if gone for more than 12 months)** | • CAF* | CAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, creates contract sends to AA  
AA: secures remaining signatures, sends packet and contract to HR  
HR: sends contract to EE |
| **Rehire returning IAS (above 1.0 FTE) (CBC/SHRC needed if gone for more than 12 months)** | • Overload (overload form fully completed before work starts)  
• CAF* | Overload DocuSign:  
- sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable)  
- receives a copy: Academic Affairs  
AA: secures remaining signatures  
CAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, sends to AA  
AA: creates contract, sends packet and contract to HR  
HR: sends contract to EE |
| Rehire returning NIAS (above 1.0 FTE) (CBC/SHRC needed if gone for more than 12 months) | • Overload (overload form fully completed before work starts)  
• CAF* | Overload DocuSign:  
- sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable)  
- receives a copy: Academic Affairs  
AA: secures remaining signatures  
CAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, creates contract sends to AA  
AA: secures remaining signatures, sends packet and contract to HR  
HR: sends contract to EE |
|---|---|---|
| Hire new Faculty, IAS, NIAS (at or below 1.0 FTE) | • RAF*  
• Salary Comp Form | RAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, sends to AA  
AA: creates contract, secures remaining signatures, sends packet and contract to HR  
HR: sends contract to EE and coordinates on-boarding |
| Hire new Faculty, IAS, NIAS (above 1.0 FTE) | • Overload (overload form fully completed before work starts)  
• RAF*  
• Salary Comp Form | Overload DocuSign:  
- sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable)  
- receives a copy: Academic Affairs  
AA: secures remaining signatures  
RAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, sends to AA  
AA: creates contract, secures remaining signatures, sends packet and contract to HR  
HR: sends contract to EE and coordinates on-boarding |
| An IAS who is increasing FTE after initial packet completed (ensure Form #/Original PAF # is referenced) (new FTE at or below 1.0 FTE) (ensure cancelation/enrollment taken dates provided or NA) | • CAF* | CAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, sends to AA  
AA: creates additional appointment contract, secures remaining signatures, sends packet and additional appointment contract to HR  
HR: sends additional appointment contract to EE |
| An IAS who is increasing FTE after initial packet completed (ensure Form #/Original PAF # is referenced) (new FTE above 1.0 FTE) (ensure cancelation/enrollment taken dates provided or NA) | • Overload (overload form fully completed before work starts)  
• CAF* | Overload DocuSign:  
- sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable)  
- receives a copy: Academic Affairs  
AA: secures remaining signatures  
CAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, sends to AA  
AA: creates additional appointment contract, secures remaining signatures, sends packet and additional appointment contract to HR  
HR: sends additional appointment contract to EE |
| Faculty, IAS who will have delayed payment (ensure Form #/Original PAF # is referenced) (ensure cancelation/enrollment taken dates provided or NA) | • CAF*  
• Standalone PAF* | CAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, sends to AA  
AA: creates contract, secures remaining signatures, sends packet and contract to HR  
HR: sends contract to EE  
Standalone PAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable)  
- receives a copy: Academic Affairs  
AA: will release to HR when appropriate |
| NIAS who will have delayed payment (ensure Form #/Original PAF # is referenced) (ensure cancelation/enrollment taken dates provided or NA) | • CAF*  
• Standalone PAF* | CAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, creates contract, sends to AA  
AA: secures remaining signatures, sends packet and contract to HR  
HR: sends contract to EE  
Standalone PAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable)  
- receives a copy: Academic Affairs  
AA: will release to HR when appropriate |
| --- | --- | --- |
| Faculty doing an overload in same department (ensure cancelation/enrollment taken dates provided or NA) | • Overload (overload form fully completed before work starts)  
• Standalone PAF* | Overload DocuSign:  
- sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable)  
- receives a copy: Academic Affairs  
AA: secures remaining signatures  
Standalone PAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable)  
- receives a copy: Academic Affairs  
AA: will release to HR when appropriate |
| Faculty doing an overload in different department (ensure cancelation/enrollment taken dates provided or NA) | • Overload (overload form fully completed before work starts)  
• RAF*  
• Salary Comp Form (not needed if non-instructional) | Overload DocuSign:  
- sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable)  
- receives a copy: Academic Affairs  
AA: secures remaining signatures  
RAF DocuSign:  
- sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable),  
- receives a copy: HR Inbox and HRBP  
HR: secures HR signature, sends to AA  
AA: creates contract, secures remaining signatures, sends packet and contract to HR  
HR: sends contract to EE |
<table>
<thead>
<tr>
<th>FASLI who need the Standalone PAF held until work is completed (ensure cancelation/enrollment taken dates provided or NA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Standalone PAF*</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hire university staff ongoing or project</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Recommendation for University Staff Appointment Form</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hire new or rehire returning TEs as of their anniversary date (CBC/SHRC needed if gone for more than 12 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• USTE</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FASLI who need to go on partial or full Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Non-Medical Leave Request</td>
</tr>
<tr>
<td>• Possible other forms: CAF, RAF</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*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