

Faculty Affairs HR

2715 UH, m/c 103 • 355-2412 • Fax: 312-996-1700
http://fahr.vcaa.uic.edu • FAHR@uic.edu

FACULTY Transaction Attachment Transmittal Sheet

Please do not send paperwork prior to PITR submission. We recommend sending supporting documents electronically through the PEAR system when possible. In situations where this is not possible, this form should be used when original documentation is required.

This form should NOT be used for tenured Faculty or major administrative appointments that require prior Chancellor, Provost or Board of Trustee approval.

Last (Please Print) _____ First _____ MI _____ UIN _____

Organization Code _____ Department _____ College _____

Date Forwarded to College _____

Type of Transaction and Required Original Forms:

New Hire

- I9
- Employee Clearance
 - (via Electronic Employee Clearance System)
- Offer Packet (Letter and CV)
- Tenure Probationary Form (if applicable)
- Criminal Background Check /
Sanctions Release Form
- Conditional Hire Acknowledgement

Request to Reduce Terms of Contract

- Signed Acknowledgement Letter

Other _____

Leave

- Employee's Letter
- FMLA Approval Letter

Separation

- Resignation Letter
- Notice of NonReappointment for Tenure Track
Faculty / Justification letter
- DART Separation
College Approval on _____

Change in Employee Group: Yes No

Comments: _____

College Signature: _____ Date Forwarded to FAHR: _____

Phone: _____ Email: _____

FAHR Use: Returned to College: _____ Reason: _____ Date Processed _____
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