Banner Transaction Attachment Transmittal Sheet

Employee Name: _____ _____ _____
Last First MI

UIN : _____

Department:_____Banner Organization Code: _____

Forward to College : _____(date)

Name or Social Security Number Change form*? Check Here ☐ No PITR Required

Change In Employee Group transaction ?

Yes ☐

Check the Employee Type for which the documentation is being produced, so that it can be routed to the person responsible for reviewing the transaction :

- ☐ Academic
- ☐ Graduate
- ☐ Support Staff (leaves and terminations)

Submitter :
Phone :

Returned to Submitting Unit :

Comments:

Required Forms

- ☐ I-9 (Original)*
- ☐ Employee Clearance, if applicable
- ☐ Criminal Background Check / Sanctions Release (original)*
- ☐ Conditional Hire Acknowledgement (Original)*
- ☐ Offer Letter (Signed, including Date Of Birth)
- ☐ Exception to policy approval , eg :
  - Employment of relative statement
  - Or Mid-year Increase
- ☐ Request to Reduce Terms of Contract
- ☐ Leave Request / Approval Letter
- ☐ Terminal Contract Letter
- ☐ Resignation Letter

* These Forms can be accessed online at : http://www.uic.edu/depts/hr/quicklinks/hrforms/index.html