

# Transmittal Attachment Sheet

Number of Pages:

Date:

\_\_\_\_\_

Employee Name:

\_\_\_\_\_

UIN:

\_\_\_\_\_

HRFE Transaction Number:

\_\_\_\_\_

Department:

\_\_\_\_\_

Org Code:

\_\_\_\_\_

Submitter Name:

\_\_\_\_\_

Submitter Telephone:

\_\_\_\_\_

College Approval:

\_\_\_\_\_

Returned to Submitter:

\_\_\_\_\_

**Comments:**

Please indicate which Employee Group the Employee has been hired into at the UIC.

- Academic ( B Employee Groups)
- Academic Hourly ( HA Employee Class)
- Grad/Pre Docs ( G Employee Group)
- Grad Hourly ( HG Employee Class)
- Post Doc/Interns ( P Employee Group)
- Residents ( R Employee Group)
- Other: \_\_\_\_\_

Please indicate which **Original attachment with signature** is enclosed. All other attachments should be attached in the Front End.

- Criminal Background Check
- I-9 form/ Re-verification