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 ?	**Required Forms**
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:	☐ 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