Faculty Affairs HR
1253 S Halsted, suite 303 m/c 095, Chicago, Illinois 60607-5023
312-355-2412 ● Fax: 312-996-1700
http://fahr.vcaa.uic.edu ● e-mail: FAHR@uic.edu

FACULTY

HRFE Transaction
Attachment Transmittal Sheet

This form should <u>not</u> be used for tenured Faculty or major administrative appointments that require <u>prior</u> Chancellor, Provost or Board of Trustees approval.

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

Organization Code _____ Department _____ College _____

Date Forwarded to College _____

Type of Transaction and Required <u>Original</u> Forms:

The forms below are the only original hardcopy documents that are required. All other forms must be uploaded and submitted via the HR Front End (HRFE) system. The transaction will be returned in order for the unit to remove and submit originals to Faculty Affairs HR.

New Hire ☐ Employment Group Change ☐

☐ I9	Should NOT be scanned or submitted via HRFE
☐ Tenure Probationary Form *(if applicable)*	A copy can be scanned and attached to HRFE with the transaction – the original must still be routed to Faculty Affairs HR.

Criminal Background Check / Sanctions Release Form – The original form should be routed directly to UIC HR for processing.

☐ Other _____

_____

Comments: _____

_____

College Signature: _____ Date Forwarded to FAHR: _____

Phone: _____ Email: _____

FAHR Use:
Returned to College: _____ Reason: _____

_____

Rev 06/09