Required Documentation for Payroll

New hire: Faculty
HRTS4 worksheet
HRIF
Degree verification

New hire: P&A
HRTS4 worksheet
HRIF
Degree verification

New hire: Visiting faculty
HRTS4 worksheet
HRIF
*Offer letter

New hire: Affiliate
HRTS4 worksheet
HRIF
Offer letter

New hire: Grad assistants
HRTS4 worksheet
HRIF (if new to the department)

New hire: Undergrad students
HRTS4 worksheet
HRIF (if new to the department)

New hire: CS/BU and CS/BU TNP
HRTS4 worksheet
HRIF
*Offer letter

New hire: Temp/Casual
HRTS4 worksheet
HRIF
*Offer letter

Augmentations
HRTS4 worksheet

FMLA leaves
HRTS4 worksheet

Sabbatical/Single Semester Leaves
HRTS4 worksheet

Other leaves
HRTS4 worksheet

Pay increase
HRTS4 worksheet

Reclass
HRTS4 worksheet

Termination
HRTS4 worksheet

Phased retirement
HRTS4 worksheet

PS ID for J1 visa
U form 1565

Post-doc reappointments
HRTS4
Reappointment letter/email

Other changes to appointments
HRTS4 worksheet

*If the employee applied through recruiting solutions, we do not need the offer letter.