**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: 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
FMLA response form

Sabbatical/Single Semester Leaves
HRTS4 worksheet

*Offer letter

Other leaves
HRTS4 worksheet

Pay increase
HRTS4 worksheet

Reclass
HRTS4 worksheet
Central reclass notice

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

Person of Interest (Affiliates and External Service Providers)
HRTS4 worksheet with name, emplID (if known), job code, effective date, end date, and working title.

Affiliate POIs also require a brief justification explaining why the individual needs to be an affiliate vs an external services provider.

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