

Form Purpose and Routing Guidance

For the Division of Academic Affairs

| Intended action | Forms | Routing |
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| Hire new or rehire returning GA, RA, TA | <ul style="list-style-type: none"> • GAF* | GAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable) - receives a copy: Academic Affairs AA: creates contract, sends packet and contract to HR HR: sends contract to EE and reviews packet |
| Rehire returning IAS (at or below 1.0 FTE) (CBC/SHRC needed if gone for more than 12 months) | <ul style="list-style-type: none"> • CAF* | CAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, sends to AA AA: creates contract, secures remaining signatures, sends packet and contract to HR HR: sends contract to EE |
| Rehire returning NIAS (at or below 1.0 FTE) (CBC/SHRC needed if gone for more than 12 months) | <ul style="list-style-type: none"> • CAF* | CAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, creates contract sends to AA AA: secures remaining signatures, sends packet and contract to HR HR: sends contract to EE |
| Rehire returning IAS (above 1.0 FTE) (CBC/SHRC needed if gone for more than 12 months) | <ul style="list-style-type: none"> • Overload (overload form fully completed before work starts) • CAF* | Overload DocuSign: - sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable) - receives a copy: Academic Affairs AA: secures remaining signatures CAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, sends to AA AA: creates contract, secures remaining signatures, sends packet and contract to HR HR: sends contract to EE |

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| <p>Rehire returning NIAS (above 1.0 FTE) (CBC/SHRC needed if gone for more than 12 months)</p> | <ul style="list-style-type: none"> • Overload (overload form fully completed before work starts) • CAF* | <p>Overload DocuSign: - sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable) - receives a copy: Academic Affairs AA: secures remaining signatures</p> <p>CAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, creates contract sends to AA AA: secures remaining signatures, sends packet and contract to HR HR: sends contract to EE</p> |
| <p>Hire new Faculty, IAS, NIAS (at or below 1.0 FTE)</p> | <ul style="list-style-type: none"> • RAF* • Salary Comp Form | <p>RAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, sends to AA AA: creates contract, secures remaining signatures, sends packet and contract to HR HR: sends contract to EE and coordinates on-boarding</p> |
| <p>Hire new Faculty, IAS, NIAS (above 1.0 FTE)</p> | <ul style="list-style-type: none"> • Overload (overload form fully completed before work starts) • RAF* • Salary Comp Form | <p>Overload DocuSign: - sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable) - receives a copy: Academic Affairs AA: secures remaining signatures</p> <p>RAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, sends to AA AA: creates contract, secures remaining signatures, sends packet and contract to HR HR: sends contract to EE and coordinates on-boarding</p> |

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| <p>An IAS who is increasing FTE after initial packet completed (ensure Form #/Original PAF # is referenced) (new FTE at or below 1.0 FTE) (ensure cancelation/ enrollment taken dates provided or NA)</p> | <ul style="list-style-type: none"> • CAF* | <p>CAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, sends to AA AA: creates additional appointment contract, secures remaining signatures, sends packet and additional appointment contract to HR HR: sends additional appointment contract to EE</p> |
| <p>An IAS who is increasing FTE after initial packet completed (ensure Form #/Original PAF # is referenced) (new FTE above 1.0 FTE) (ensure cancelation/ enrollment taken dates provided or NA)</p> | <ul style="list-style-type: none"> • Overload (overload form fully completed before work starts) • CAF* | <p>Overload DocuSign: - sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable) - receives a copy: Academic Affairs AA: secures remaining signatures</p> <p>CAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, sends to AA AA: creates additional appointment contract, secures remaining signatures, sends packet and additional appointment contract to HR HR: sends additional appointment contract to EE</p> |
| <p>Faculty, IAS who will have delayed payment (ensure Form #/Original PAF # is referenced) (ensure cancelation/ enrollment taken dates provided or NA)</p> | <ul style="list-style-type: none"> • CAF* • Standalone PAF* | <p>CAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, sends to AA AA: creates contract, secures remaining signatures, sends packet and contract to HR HR: sends contract to EE</p> <p>Standalone PAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable) - receives a copy: Academic Affairs AA: will release to HR when appropriate</p> |

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| <p>NIAS who will have delayed payment (ensure Form #/Original PAF # is referenced) (ensure cancelation/ enrollment taken dates provided or NA)</p> | <ul style="list-style-type: none"> • CAF* • Standalone PAF* | <p>CAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, creates contract, sends to AA AA: secures remaining signatures, sends packet and contract to HR HR: sends contract to EE</p> <p>Standalone PAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable) - receives a copy: Academic Affairs AA: will release to HR when appropriate</p> |
| <p>Faculty doing an overload in same department (ensure cancelation/ enrollment taken dates provided or NA)</p> | <ul style="list-style-type: none"> • Overload (overload form fully completed before work starts) • Standalone PAF* | <p>Overload DocuSign: - sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable) - receives a copy: Academic Affairs AA: secures remaining signatures</p> <p>Standalone PAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable) - receives a copy: Academic Affairs AA: will release to HR when appropriate</p> |
| <p>Faculty doing an overload in different department (ensure cancelation/ enrollment taken dates provided or NA)</p> | <ul style="list-style-type: none"> • Overload (overload form fully completed before work starts) • RAF* • Salary Comp Form (not needed if non-instructional) | <p>Overload DocuSign: - sign: Overload Department, Dean, Home Department, Dean, CE/General Ledger/Branch (if applicable) - receives a copy: Academic Affairs AA: secures remaining signatures</p> <p>RAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable), - receives a copy: HR Inbox and HRBP HR: secures HR signature, sends to AA AA: creates contract, secures remaining signatures, sends packet and contract to HR HR: sends contract to EE</p> |

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| FASLI who need the Standalone PAF held until work is completed (ensure cancelation/enrollment taken dates provided or NA) | <ul style="list-style-type: none"> • Standalone PAF* | Standalone PAF DocuSign: - sign: Department, Dean, Budget Manager (if applicable), Grant Acctg (if applicable) - receives a copy: Academic Affairs AA: will release to HR when appropriate |
| Hire university staff ongoing or project | <ul style="list-style-type: none"> • Recommendation for University Staff Appointment Form | Microsoft eForm filled out and automatically routed to HR |
| Hire new or rehire returning TEs as of their anniversary date (CBC/SHRC needed if gone for more than 12 months) | <ul style="list-style-type: none"> • USTE | USTE DocuSign: - sign: Department, Dean, - receives a copy: Academic Affairs AA: secures remaining signatures, sends packet to HR via DocuSign HR: sends contract to EE and coordinates on-boarding |
| FASLI who need to go on partial or full Leave of Absence | <ul style="list-style-type: none"> • Non-Medical Leave Request • Possible other forms: CAF, RAF | Non-Medical Leave Request DocuSign: - sign: employee, supervisor Route with other forms |

*Ensure Form IDs (formerly PAF#) are used.

RAF-Recommendation for Faculty or Academic Staff Appointment

- include resume and transcripts
- has waiver and funding components

CAF-Continuing Appointment Form

- has waiver and funding components