HRFE
Transmittal
Attachment Sheet

Date: ____________________________________________

Employee Name: _______________________________________

UIN: _______________________________________

HRFE Transaction Number: ____________________________

Department: _______________________________________

Org Code: _______________________________________

Submitter Name: _______________________________________

Submitter Telephone: _______________________________________

College Approval: _______________________________________

Returned to Submitter: _______________________________________

Comments: ____________________________

Please indicate which Employee Group the Employee has been hired into at the UIC.

- Academic ( B Employee Groups)
- Academic Hourly ( HA Employee Class)
- Grad/Pre Docs ( G Employee Group)
- Grad Hourly ( HG Employee Class)
- Post Doc/Interns ( P Employee Group)
- Residents ( R Employee Group)
- Other: ____________________________

Please indicate which Original attachment with signature is enclosed. All other attachments should be attached in the Front End.

- Criminal Background Check
- I-9 form/ Re-verification

Number of Pages: ____________________________