

Transmittal Attachment Sheet

Number of Pages:

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