

# EPA Non-Faculty Employee Action Required Documentation (Standard Order Table)

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Last Revised June 5, 2008

EPA NON-FACULTY EMPLOYMENT ACTION TYPE → <i>(position # required for primary EPA Non-Faculty positions)</i>		Initial Appt (Perm or Temp)	Re-Appt (Perm only)	Extension (Perm or Temp)	Secondary Appt (Perm or Temp)	Job Change (Perm or Temp)	Position Transfer (Perm or Temp)
REQUIRED DOCUMENTATION ↓	EPAWeb ACTION REQUIRED →	◆	◆	◆	◆	◆	◆
Upload into EPAWeb (Attached to	<b>Appointment/Contract Letter</b> signed by both Department and Employee with effective date(s) and all changes to FTE, Salary, and Benefits (if copy signed by employee is not available to attach to initial action, attach copy with Department signature; must submit fully signed copy as subsequent action via "Add Other Document")	◆	◆	◆		◆	
	<b>Recommendation for Employment Action (AP2)</b> fully completed and signed	◆				◆	
	<b>Conditions of Employment (AP2a)</b> fully completed and signed	◆				◆	
	<b>AP2b – Crim Check results without convictions or preliminary results, if applicable</b> (if the results are not available to attach to initial action, attach preliminary results; must submit results as subsequent action via "Add Other Document" provided no convictions)	◆				◆	
	<b>Department Letter</b> to Assistant VC for HR from Department Head (for position transfers to another Department, this letter is attached to the action in position management)						◆
	<b>Leave Records</b> (accurate and complete, include TIM report)						
DO NOT Upload into EPAWeb	<b>Department Recommendation Letter, if required</b> from the hiring unit to the Dean or Division Chair, if required by the School or Division ( <i>maintained by Department, may upload into EPAWeb if required by School or Division</i> )	◆	◆	◆		◆	
	<b>Curriculum Vita / Resume</b> (if SSN included, must be concealed; <i>maintained by Department, may upload into EPAWeb if required by School or Division</i> )	◆				◆	
	<b>OP1 – Credentials</b> (may submit as subsequent action via "Add Other Document"; <i>maintained by Department, may upload into EPAWeb if required by School or Division</i> )	◆				◆	
	<b>AP2b – Crim Check results with convictions, if applicable</b> ( <i>send to EPA Non-Faculty Human Resources within OHR in sealed envelope marked confidential</i> )	◆				◆	
	<b>Form I-9 if applicable</b> (for new employee, after break in service or when going from Temporary status to Permanent status) with <b>approved</b> EEV verification # written on top of Form I-9 and photocopied documents attached ( <i>send original to EEV Specialists in HR Compensation &amp; Staffing Programs, OHR</i> )	◆				◆	
	<b>Tax Forms</b> ( <i>send directly to Payroll Services</i> )	◆					
<b>Payroll Direct Deposit Form</b> ( <i>complete after Form I-9 and EEV process initiated, then send directly to Payroll Services</i> )	◆						

Note: for documents required to be uploaded into EPAWeb that are not complete or not available prior to when the initial action is approved in EPAWeb, they must be uploaded into EPAWeb by the School or Division through a subsequent action via "Add Other Document" (prior to final approval, the originator of an action may add or delete attached documents as necessary).

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<b>EPA NON-FACULTY EMPLOYMENT ACTION TYPE →</b> <i>(position # required for primary EPA Non-Faculty positions)</i>		Change to FTE	Change to Salary (Out-of-Cycle Salary Increase)	Lump Sum Payment	Leave of Absence	End of Employment
REQUIRED DOCUMENTATION ↓	EPAWEB ACTION REQUIRED →	◆	◆	◆	◆	◆
<b>Upload into EPAWeb (Attached to Action)</b>	<b>Appointment/Contract Letter</b> signed by both Department and Employee with effective date(s) and all changes to FTE, Salary, and Benefits (if copy signed by employee is not available to attach to initial action, attach copy with Department signature; must submit fully signed copy as subsequent action via "Add Other Document")	◆				
	<b>Department Letter</b> to Assistant VC for HR from Department Head		◆			
	<b>Out-of-Cycle Salary Increase Worksheet(s)</b> Recommendation for EPA Out-of-Cycle Salary Increase Form ( <i>always required</i> ); BOT Salary Increase Form ( <i>when BOT approval required</i> ); and Personnel Action Requiring Approval of the Board of Governors ( <i>when BOG approval required</i> )		◆			
	<b>Overload Activity Approval Form</b> (approved prior to commencement of any work; Permanent, Full-time employees only; for duties outside scope normally performed within Dept)				(only for Overload)	
	<b>Non-Medical Leave Request Form</b> approved and signed by appropriate admin unit(s)				◆	
	<b>Leave Records</b> (accurate and complete; if End of Employment, include TIM report)	(when FTE goes < .50)				◆
	<b>Letter from Employee</b> (for example a resignation letter or request to take leave of absence)				◆	◆
<b>DO NOT Upload into EPAWeb</b>	<b>Family &amp; Medical Leave Forms</b> ( <i>send to Benefits Administration, OHR – Department may only retain copy of Medical Leave Request Form</i> )				◆	
	<b>Leave Records</b> (accurate and complete, maintained by Department)				◆	

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