

Electronic Personnel File Indexing

	Doc Type	Keyword Name	Keyword Dropdown List	Document Examples (Not Keywords, Info on ASSIST)
Personnel File Documents (Public Record)	HR PF AMCP			
	HR PF Appointment Documentation	HR Appointment Type	Equity Packet FTE Hire Checklist HR PAR Reclassification Packet Reemployment of Retired Faculty and Staff	Personnel Action Requests
	HR PF Disaster Designation			
	HR PF Discipline	HR Discipline Type	ADMIN Leave DCC DEVELOPMENT PLAN FINAL WARNING LETTER OF COUNSEL/COACHING PIP SUSPENSION WRITTEN NOTICE (FIRST)	Documented Constructive Counseling First Written Notice Performance Improvement Plans Warning Letters Coaching letters Paid Administrative Leave Suspension Notifications
	HR PF File Requests			Request to examine personnel file
	HR PF Job Application Materials	HR Job Application Type	Application Cover Letter Letter of recommendation Resume	
	HR PF Legacy Documents			Scanned Documents from Legacy System
	HR PF Medical Certifications			Chemical and bloodborne pathology safety certificate Medical Certification
	HR PF Minor Documentation			Consent for Use of Information and Persona of a Minor Minor Wage Agreement Minor's policy Parent/Guardian Consent form Standards of Behavior (CCC) Standards of Behavior (non-CCC) Work Permit (14-17 years of age)

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	HR PF Offer Letter (Signed)	Personnel Type	FACULTY GA STAFF STUDENT	
	HR PF Performance Management	HR Performance Type	360 REVIEW LETTERS, COMPLAINT LETTERS, CONGRATULATORY MIDYEAR REVIEW PROBATIONARY REVIEW (CSS) SELF-ASSESSMENT YEAREND REVIEW	
	HR PF Policy Acknowledgements	HR Policy Type	ALTERNATIVE ARRANGEMENT AGREEMENT TO COMPLY WITH NEPOTISM POLICY CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF STUDENT INFORMATION ETHICS ACKNOWLEDGEMENT FRAUD ACKNOWLEDGEMENT GRAD PAYROLL FORM NEPOTISM DISCLOSURE POLICY ACKNOWLEDGEMENT	
	HR PF Position Description (Signed)			
	HR PF Professional Certifications			Awards, certifications, achievements, trainings Education records (any records other than directory information) Test Results (non-medical)
	HR PF Separation Documentation			Retirement RIF Termination letter Transfer documentation
	HR PF Work Agreements			Flexible Work Arrangement Agreement Request for Course Enrollment During Regularly Scheduled Work Hours Staff External Work Approval Request

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	Doc Type	Keyword Name	Keyword Dropdown List	Document Examples (Not Keywords, Info on ASSIST)
Payroll Processing Documents	HR PR Additional Pay	HR Add Pay Type	Awards Cell Phone/Internet ODP Supplemental Compensation	
	HR PR Forms			Jury Duty Letter Sick Leave Conversion Form Student Life Meal Enrollment Form Vacation Donation Form
	HR PR Timekeeping			
Controlled Access documents	HR CA Hire Data Worksheet			
	HR CA I-9			
	HR CA Immigration	HR Immigration Type	F1 H1B Actual Wage Worksheet H1B Approved eRequest H1B Approved eRequest - Premium Processing H1B Department Agreement Form H1B Export Control Form Invitation Letter J1 Departure Form J1 DS-2019 J1 English Verification Form J1 Letter of Support J1 Salary Report J1 Shipping Packet OPT (Option Practical Training) Signed Invitation Letter Signed Letter of Support TN	
	HR CA Vol Self ID of Disability			