

Supporting Documentation for Processing Monthly Payroll Actions (for faculty, postdocs, and other academic appointees)

The following table indicates the documentation required when submitting personnel actions to OFA.
Please attach required documents to Wasabi Actions.

If you're creating the following action/Form in Wasabi	OFA Needs	Sign Up for or Change in PeopleSoft Employee Self Service
Hire Form (New Hire/Rehire/Additional job)	For new unpaid appointments, the items listed on " <u>Cover Sheet for UNPAID Annual Appointments</u> " For new paid appointments, the items listed on " <u>Cover Sheet for PAID Annual Appointments</u> "	<ul style="list-style-type: none"> • Direct Deposit (if applicable) • Federal and State Taxes (if applicable) • Benefits (if applicable) • Voluntary Deductions (if applicable) • Home and Office Address Changes • Emergency Contacts • Ethnicity
Transfer from another HU School	For unpaid appointments, the items listed on " <u>Cover Sheet for UNPAID Annual Appointments</u> " For new paid appointments, the items listed on " <u>Cover Sheet for PAID Annual Appointments</u> "	<ul style="list-style-type: none"> • Direct Deposit • Federal and State Taxes • Benefits • Voluntary Deductions • Home and Office Address Changes
Change in appointment type ➤ Example: (research associate to visiting scientist)	<ul style="list-style-type: none"> • Letter from Department Chair/PI approving the appointment transfer • Updated CV • Continued scope of work • Anticipated end date (if applicable) 	n/a
Job Data Change/Promotion for Annual Appointment ➤ Example: Research Fellow to Research Associate	For annual appointment promotions: <ul style="list-style-type: none"> • Endorsement from the department Chair indicating support for the promotion (can be chair signature added to letter of recommendation or separate letter from chair) • 1 letter of recommendation • Curriculum vitae 	n/a
Job Data Change/Unpaid to Paid	If not already on file in Central: <ul style="list-style-type: none"> • I-9 Employment Verification form • OFA will draft offer letter after receipt of wasabi 	<ul style="list-style-type: none"> • Direct Deposit • Federal and State Taxes • Benefits • Voluntary Deductions • Home and Office Address Changes
Job Data Change (other types)	Approval from chair/PI and wasabi note explaining reason	n/a

Personnel Data Change	For name changes, copy of official document with new name	n/a
Leave of Absence	Wasabi note explaining type of leave and anticipated length; for sabbaticals, maternity, parental, and medical leaves, appropriate paperwork and/or approval should already have been completed with OFA/Lincoln Financial Contact: BriAnn Smith/Isin Ugur-Bastepe	n/a
Additional Pay-One/Recurring	Wasabi note explaining reason for additional pay. Receipts needed when paying for gifts and moving expenses. Pay Adjustment Approval Form : required for additional pays/bonuses/pay rate changes	n/a
Temporary Academic Payment	Temporary Academic Approval Form	n/a
Termination/Retirement	Termination or resignation letter from appointee	n/a