

# Quick Reference--Forms List

(List of forms needed to hire Faculty & SPS by category)

## **Quick Reference--Required Forms**

### **New Faculty & SPS (regardless of Temp or Regular status)**

- **Position Request Form (PRF)**
- **Affirmative Action I (if applicable)**
- **Affirmative Action II (if applicable)**
- **Request for Waiver of Search (if applicable)**
- **Personnel Action Form (PAF)**
- **Offer/Accept**
- **Personal Data Form (PDF)**
- **Foreign National Information Form (FNIF)--(non-residents only)**
- **I-9 (must be on file w/ HRS w/in 3 business days after the employee reports to work)**
- **Official Transcript**
- **Resume (or Vita)**
- **W-4**
- **2 Letters of Recommendation**

**A new hire will not be put in the system if there are missing documents. Extra time will be given for the receipt of the official transcript (but the new employee should immediately apply to the school where they received their highest degree and have the official transcript sent here).**

## **Quick Reference--Required Forms**

**Rehire w/ existing NIU employee ID number-- NOT TO BE  
CONFUSED WITH REAPPOINT**

### **Faculty & SPS (regardless of Temp or Regular status)**

- **Position Request Form (PRF), if applicable**
- **Affirmative Action I (if applicable)**
- **Affirmative Action II (if applicable)**
- **Request for Waiver of Search (if applicable)**
- **Personnel Action Form (PAF)**
- **Offer/Accept**
- **Foreign National Information Form (FNIF)--(non-residents only) & ONLY if employee has been separated from the University for a period of more than one year.**
- **I-9 (a new I-9 does not have to be completed if: the person is rehired within 3 years of the initial hire and there has been less than one year break in service and the information on the original I-9 form indicates the person is still authorized to work and the I-9 form is still on file)**
- **Official Transcript, if applicable (has received a higher degree)**
- **Personal Data Form (PDF)--Only required if the employee has been separated from the University for a period of more than one year--as long as information is still current.**
- **Resume (or Vita), if applicable**
- **W-4 --Only required if the employee has been separated from the University for a period of more than one year--as long as information is still current.**
- **2 Letters of Recommendation, if applicable**

**A rehire will not be put back in the system if there are missing documents. Extra time will be given for the receipt of the official transcript (but the new employee should immediately apply to the school where they received their highest degree and have the official transcript sent here).**

## Quick Reference--Required Forms

### Affiliates - New Hire

- Foreign National Information Form (FNIF)--non-residents ONLY
- I-9 (must be on file w/in 3 business days after the employee reports to work)
- Personal Data Form (PDF)
- Personnel Action Form (PAF)
- Position Request Form (PRF), if applicable
- W-4

### Affiliates - Rehire (existing NIU Employee ID number)

- Foreign National Information Form (FNIF)--non-residents ONLY...Only required if the employee has been separated from the University for a period of more than one year, however, make sure information on file is current.
- I-9 (a new I-9 does not have to be completed if: the person is rehired within 3 years of the initial hire and there has been less than one year break in service and the information on the original I-9 form indicates the person is still authorized to work and the I-9 form is still on file)
- Personal Data Form (PDF) Only required if the employee has been separated from the University for a period of more than one year, however, make sure information on file is current.
- Personnel Action Form (PAF)
- Position Request Form (PRF), if applicable
- W-4 Only required if the employee has been separated from the University for a period of more than one year, however, make sure information on file is current.

## **Quick Reference--Required Forms**

### **Temporary Faculty--Reappointments**

- **Position Request Form (PRF), ONLY if cost center changes or PERMANENT changes in the position**
- **Personnel Action Form (PAF)**
- **Reappointment Contract (applicable form A or B if union--Form C for all others)**
- **Foreign National Information Form (FNIF)--non-residents, if applicable**

**Normally, no other forms are necessary unless there are changes that employee needs to make.**

**Remember, if the reappointment salary is greater than the College & University approved amount, do NOT do the reappointment contract. In those rare cases, you need to do a PRF, PAF, and a written justification. Then, if the paperwork is approved, the College Office will initiate the offering letter.**

## **Quick Reference--Required Forms**

### **SPS--Reappointments**

- **Position Request Form (PRF)--ALWAYS REQUIRED FOR SPS REAPPOINTMENTS--regardless of changes or not!**
- **Personnel Action Form (PAF)**
- **Reappointment Contract (Form C)**
- **Foreign National Information Form (FNIF)--non-residents, if applicable**

**Normally, no other forms are necessary unless there are changes that employee needs to make.**

**Remember, if the reappointment salary is greater than the College & University approved amount, do NOT do the reappointment contract. In those rare cases, you need to do a PAF and attach a written justification to the PRF. Then, if the paperwork is approved, the College Office will initiate the offering letter.**

## **Quick Reference--Required Forms**

### **Faculty & SPS--Transfer Between HRS Business Units**

- **Position Request Form (PRF)**
- **Affirmative Action I (if applicable)**
- **Affirmative Action II (if applicable)**
- **Request for Waiver of Search (if applicable)**
- **Personnel Action Form (PAF)**
- **Offer/Accept**
- **Foreign National Information Form (FNIF)--(non-residents only)**
- **Official Transcript, if applicable**
- **Resume (or Vita), if applicable**
- **2 Letters of Recommendation, if applicable**

**A transfer will not be changed in the system if there are missing documents. Extra time will be given for the receipt of the official transcript.**

### **Affiliate--Transfer between HRS Business Units**

- **Position Request Form (PRF), if applicable**
- **Personnel Action Form (PAF)**
- **Foreign National Information Form (FNIF)--(non-residents only)**

## **Quick Reference--Required Forms**

### **Faculty & SPS--Termination**

- **Letter of Resignation, if applicable**
- **Personnel Action Form (PAF)**
- **Benefit Usage must be turned in for the final benefit pay out**

## **Quick Reference--Required Forms**

### **Affiliates--Termination**

**NOTHING NEEDED**