

**HRS Web Site**

**Documents**



## Documents

### Instructions

➤ To view documents, click on the document's icon type from the file listing.

➤ To save documents to your Hard Drive, Right Click on the file name and select **Save Target As...** Select a location to save the document in and click on **Save**.

The following resources are intended for employees of Northern Illinois University. Please refer to the categories to obtain the proper documentation.

### NEW DOCUMENTS!

[Benefits Choice Options Book](#)  
(2/4/2004)

## File Downloads...

### ➤ PeopleSoft Documents

Title	Type
<b>HRS Required Forms Matrix</b> Last Revised: 10/1/2002	
<b>HR Business Units Described</b> Last Revised: No revision date	
<b>Action/Reason Codes</b> Last Revised: No revision date	
<b>Payroll Calendar</b> Last Revised: 10/6/2003	
<b>AADR Calendar</b> Last Revised: 11/5/2002	
<b>NIU Job Codes</b> Last Revised: Revides Daily	
<b>NIU Department Listing</b> Last Revised: Updated Daily at 6:00 A.M.	
<b>HR Account Quick List</b> Last Revised: No revision date	

### ➤ Policy & Handbooks

Title	Type
<b>University Holidays for 2004</b> Last Revised: 12/11/2003	
<b>Academic Policy and Procedures Manual</b> Last Revised: No revision date	
<b>Operating Staff Handbook</b> Last Revised: 3/25/2004	
<b>Student Employment Handbook</b> Last Revised: No revision date	
<b>Supportive Professional Staff Handbook</b> Last Revised: 5/9/2003	
<b>Independent Contractor Memorandum</b> Last Revised: No revision date	

### ICON KEY

- Adobe Acrobat
- Microsoft Excel
- Microsoft Word
- HTML Document
- Power Point Document

### LIVE UPDATES

Sign up today to receive information on HR form updates and changes.

<b>Establishing Employment Relationships Independent Contractor or University Employee</b> Last Revised: No revision date	
<b>FY 2004 Faculty Orientation Presentation</b> Last Revised: 8/11/2003	
<b>Affirmative Action Plan 2003</b> Last Revised: 2/24/2003	
<b>Military Leaves of Absence</b> Last Revised: 3/21/2003	
<b>Non Discrimination-Harassment Policy and Complaint Procedures</b> Last Revised: 3/29/2004	
<b>Benefits Choice Options Book</b> <b>Important Benefits Information for 2004</b> Last Revised: 2/4/2004	
<b>State Officials &amp; Employees Ethics Act</b> Last Revised: 3/30/2004	
<b>State of Illinois Benefits Handbook : Issue July 1, 2000</b> Last Revised: 4/15/2004	
<b>"Whistle Blower" Protection Posting</b> Last Revised: 3/30/2004	
<b>Grievance Procedures for Faculty and Staff</b> Last Revised: 7/8/2004	

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<b>Informational Documents</b>	
<b>Title</b>	<b>Type</b>
<b>Service Recognition Awards</b> Last Revised: 11/24/2003	
<b>2003 Autumn Event Power Point Presentation</b> Last Revised: 11/11/2003	
<b>Public Act 92-0600 Opt Out Provisions</b> Last Revised: 9/6/2002	
<b>HRS Points of Contact</b> Last Revised: 3/29/2004	
<b>Civil Service Salary Range Reports</b> Last Revised: No revision date	
<b>July 1st, 2003 Tax Withholding Rates</b> Last Revised: 8/11/2003	
<b>Dental Coverage Chart</b> Last Revised: 7/30/2003	
<b>2005 Group Insurance Programs and Rates</b> Last Revised: 7/1/2004 FY 2004 - <a href="#">Available Here</a>	
<b>Health Insurance Plans</b> Last Revised: 7/30/2003	
<b>Bureau of Citizenship and Immigration Services</b> Formerly known as "Immigration and Naturalization Service" Last Revised: 9/1/2003	

<b>Term Life Insurance Coverage</b> Last Revised: 11/6/2002	
<b>Group Term Life Certificate of Coverage</b> Last Revised: 10/09/2003	
<b>Time And Benefit Reporting Workshop</b> Last Revised: 4/29/2004	
<b>Protecting Non-Public, Personal Information Under the Gramm-Leach-Bliley</b> Last Revised: 5/13/2004	

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<b>Collective Bargaining Agreements</b>	
<b>Title</b>	<b>Type</b>
<b>AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO</b> Last Revised: 03/05/2003	
<b>INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, AFL-CIO</b> Last Revised: 03/05/2003	
<b>ILLINOIS FRATERNAL ORDER OF POLICE LABOR COUNCIL</b> Last Revised: 03/05/2003	
<b>THE GENERAL CHAUFFEURS AND HELPERS, TEAMSTERS LOCAL #330</b> Last Revised: 03/05/2003	
<b>NIU INSTRUCTORS UNIT, LOCAL 4100 OF THE UNIVERSITY PROFESSIONALS OF ILLINOIS, AFT, IFT, AND AFL-CIO</b> Last Revised: 03/05/2003	
<b>United Brotherhood of Carpenters and Joiners of America</b> Last Revised: 03/06/2003	
<b>The International Union of Operating Engineers</b> Last Revised: 03/06/2003	
<b>The Metropolitan Alliance of Police NIU Chapter #291</b> Last Revised: 03/07/2003	

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