

HRS Required Forms--used in Hiring Process

The Forms Matrix (produced by HRS--and available on their web site) was designed to “help” departments realize what forms are needed for which employee category!

**HRS
Required
Forms**



NEW HIRE - No Employee ID Number	STDTS (Students)	GRADS (Grad Assistants)	CSNST (Extra Help)	CSSTA ** (Civil Service)	SPS (Supportive Professional Staff)	FACUL (Faculty)	AFFIL (Affiliates)
2 Letters of Recommendation					X	X	
Affirmative Action Hiring Record				X			
Affirmative Action I, <i>if applicable</i>					X	X	
Affirmative Action II, <i>if applicable</i>					X	X	
Application			X	X			
Employee's Acceptance Letter		X			X	X	
Federal Selective-Service Registration Compliance		X					
Foreign National Information Form (FNIF) <i>(non-residents only)</i>	X	X	X	X	X	X	X
Graduate Assistantship Application Form		X					
Graduate Assistantship Evaluation		X					
I-9	X ₁	X ₁	X ₁	X ₁	X ₁	X ₁	X ₁
Official Offer Letter		X			X	X	
Official Transcript					X	X	
Personal Data Form	X	X	X	X	X	X	X
Personnel Action Form (PAF)	X	X	X	X	X	X	X
Request for Waiver of External Search, <i>if applicable</i>					X	X	
Resume					X	X	
W-4	X	X	X	X	X	X	X

X The document is required for paperwork to be processed

X₁ The I-9 must be on file with HR within three (3) business days after the employee reports for work

** For CSSTA, all forms except the Affirmative Action Hiring Record and PAF are completed by the employee at orientation

Note:

These forms are required for hiring into approved positions

To create new positions or revise existing positions, complete the Position Request Form

The Personal Data Form includes Direct Deposit and Student Loan Status/Disclosure Education Loan Repayment (DELIR) information

Please read the instructions on each form for additional information

**HRS
Required
Forms**



REHIRE (Existing NIU Employee ID Number)	STDTs (Students)	GRADS (Grad Assistants)	CSNST (Extra Help)	CSSTA ** (Civil Service)	SPS (Supportive Professional Staff)	FACUL (Faculty)	AFFIL (Affiliates)
2 Letters of Recommendation, <i>if applicable</i>					X	X	
Affirmative Action Hiring Record				X			
Affirmative Action I, <i>if applicable</i>					X	X	
Affirmative Action II, <i>if applicable</i>					X	X	
Application			X ₀	X ₀			
Employee's Acceptance Letter		X			X	X	
Federal Selective-Service Registration Compliance		X ₀					
Foreign National Information Form (FNIF) <i>(non-residents only)</i>	X ₀	X ₀	X ₀	X ₀	X ₀	X ₀	X ₀
Graduate Assistantship Application Form		X					
Graduate Assistantship Evaluation		X					
I-9	X ₁	X ₁	X ₁	X ₁	X ₁	X ₁	X ₁
Official Offer Letter		X			X	X	
Official Transcript, <i>if applicable</i>					X	X	
Personal Data Form	X ₀	X ₀	X ₀	X ₀	X ₀	X ₀	X ₀
Personnel Action Form (PAF)	X	X	X	X	X	X	X
Request for Waiver of External Search, <i>if applicable</i>					X	X	
Resume, <i>if applicable</i>					X	X	
W-4	X ₀	X ₀	X ₀	X ₀	X ₀	X ₀	X ₀

X The document is required for paperwork to be processed

X₀ Only required if the employee has been separated from the University for a period of more than one year, however, make sure that the information on file in HRS is still current

X₁ I-9 Notes:
 A new I-9 does not have to be completed if:
 the person is rehired within three years of the initial hire and
 there has been less than a 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

Section 3 of the I-9 form must be completed whenever an employee changes his or her name
 Reverification of the I-9 form must occur no later than the date the work authorization expires

** For CSSTA, all forms except the Affirmative Action Hiring Record and PAF are completed by the employee at orientation

Notes:

- The Direct Deposit Authorization Change form is to be used for direct deposit information changes
- The Personal Data Form includes Student Loan Status/Disclosure Education Loan Repayment (DELR) information
- These forms are required for hiring into approved positions
- To create new positions or revise existing positions, complete the Position Request Form
- Please read the instructions on each form for additional information

**HRS
Required
Forms**



TERMINATION	STDTS (Students)	GRADS (Grad Assistants)	CSNST (Extra Help)	CSSTA (Civil Service)	SPS (Supportive Professional Staff)	FACUL (Faculty)	AFFIL (Affiliates)
Letter of Resignation		X			X	X	
Personnel Action Form	X ₃	X ₃			X	X	
Resignation Form				X ₄			
Benefit Usage				X ₅	X ₅	X ₅	

X The document is required for paperwork to be processed

X₃ Only required if termination differs from the appointment end date on original PAF

X₄ Signed in HRS

X₅ Benefit Usage must be turned in for the final benefit payout

Notes:

Please read the instructions on each form for additional information

**HRS
Required
Forms**



TRANSFER (Between HRS Business Units)	STDTs (Students)	GRADS (Grad Assistants)	CSNST (Extra Help)	CSSTA ** (Civil Service)	SPS (Supportive Professional Staff)	FACUL (Faculty)	AFFIL (Affiliates)
2 Letters of Recommendation, <i>if applicable</i>					X	X	
Affirmative Action Hiring Record				X			
Affirmative Action I, <i>if applicable</i>					X	X	
Affirmative Action II, <i>if applicable</i>					X	X	
Application			X	X			
Employee's Acceptance Letter		X			X	X	
Federal Selective-Service Registration Compliance		X ₆					
Foreign National Information Form (FNIF) <i>(non-residents only)</i>	X	X	X	X	X	X	X
Graduate Assistantship Application Form		X					
Graduate Assistantship Evaluation		X					
I-9							
Official Offer Letter, <i>if applicable</i>		X			X	X	
Official Transcript, <i>if applicable</i>					X	X	
Personal Data Form							
Personnel Action Form	X	X	X	X	X	X	X
Request for Waiver of External Search, <i>if applicable</i>					X	X	
Resume, <i>if applicable</i>					X	X	
W-4							

X The document is required for paperwork to be processed

X₆ Required if transferring from a business unit which had not previously required this form or if not already on file

** For CSSTA, all forms except the Affirmative Action Hiring Record and PAF are completed by the employee at orientation

Notes:

The Direct Deposit Authorization Change form is to be used for direct deposit information changes.

No Graduate Assistant already committed to a full time appointment can be hired without the written release of the original employing department/unit

These forms are required for hiring into approved positions
To create new positions or revise existing positions, use the Position Request Form

Please read the instructions on each form for additional information