

HR Xtender Documents  
Last Updated: 3/22/2010

Application			
Name	Form		Document Type
B-H-ID	<b>PEAEMPL</b>	Background Checks	Background Checks
B-H-ID	<b>PDAEDN</b>	Family Status Changes	Benefit Back-Up Docs
B-H-ID	<b>PDAEDN</b>	W-4	Benefit Forms
B-H-ID	<b>PDAEDN</b>	Institutional Deduction forms	Benefit Forms
B-H-ID	<b>PDAEDN</b>	Salary Reduction Agreements - 403(b)	Benefit Forms
B-H-EMPL	<b>NBAJOBS</b>	JLD Changes (Budget)	Budget Document
B-H-ID	<b>PPACERT</b>	Any certifications	Certifications
B-H-ID	<b>PPAGENL</b>	CDL Acknowledgement/Certification Forms	Certifications
B-H-ID	<b>PPAGENL</b>	Other licenses	Certifications
B-H-ID	<b>PDAEDN</b>	COBRA Forms	COBRA Forms
B-H-EMPL	<b>PZAGREV</b>	Grievance documentation	Confidential Papers
B-H-EMPL	<b>PZAGREV</b>	Old files?	Confidential Papers
B-H-ID	<b>PEAREVW</b>	Conflict of Interest Forms	Conflict of Interest
B-H-EMPL	<b>NBAJOBS</b>	Recurring Contracts/Offer Letters	Contract Info
B-H-ID	<b>PPAIDEN</b>	Death Certificate	Death Certificate
B-H-ID	<b>PPAIDEN</b>	Death Notice	Death Notice
B-H-ID	<b>PPAGENL</b>	Diploma	Diploma Info
B-H-EMPL	<b>GXADIRD</b>	Direct deposit authorization	Direct Deposit Authorization
B-H-ID	<b>PEAREVW</b>	Disciplinary Action	Disciplinary Action
B-H-ID	<b>PPAGENL</b>	Drivers License	Drivers License
B-H-ID	<b>PPAGENL</b>	Transcripts	Educational Transcript
B-H-ID	<b>PEAEMPL</b>	Service date calculations	Employee Info Form
B-H-ID	<b>PPAIDEN</b>	Personal Data Form	Employee Info Form
B-H-EMPL	<b>PEAREVW</b>	PPARs	Employee Review Forms
B-H-EMPL	<b>PEAREVW</b>	Appendix F's	Employee Review Forms
B-H-EMPL	<b>NBAJOBS</b>	Employment Verifications	Employment Verifications
B-H-ID	<b>PEAFACT</b>	SD Teaching Certificate (Special Schools)	Faculty Data
B-H-ID	<b>PEAFACT</b>	Special Schools National Certification?	Faculty Data
B-H-ID	<b>PEAFACT</b>	Promotion files	Faculty Data
B-H-ID	<b>PEAFACT</b>	Tenure files	Faculty Data
B-H-ID	<b>PEAFACT</b>	Requests for Prior Service	Faculty Data
B-H-ID	<b>PEAFACT</b>	Tenure/Promotion Letters	Faculty Data
B-H-EMPL	<b>PEAFMLA</b>	Medical Certifications	FMLA
B-H-EMPL	<b>PEAFMLA</b>	Notification letters to employees	FMLA
B-H-EMPL	<b>PEAFMLA</b>	Original FMLA Request form	FMLA
B-H-EMPL	<b>NBAJOBS</b>	Effort Reports (Budget)	Grant Document
B-H-ID	<b>PEAEMPL</b>	I-9	I-9 Form
B-H-ID	<b>PEAEMPL</b>	<b>Passport</b> - I-9 Documentation	I-9 Form
B-H-ID	<b>GOAINTL</b>	Alien Registration Card (green card)	Immigration Docs
B-H-ID	<b>GOAINTL</b>	Current Visa Information	Immigration Docs
B-H-ID	<b>GOAINTL</b>	I-94	Immigration Docs

B-H-ID	<b>PEILHIS</b>	Leave Transfers	Leave Form
B-H-ID	<b>PEILHIS</b>	Sabbatical Requests/Agreements	Leave of Absence
B-H-ID	<b>PEILHIS</b>	Faculty Improvement Requests/Agreements	Leave of Absence
B-H-ID	<b>PEILHIS</b>	LWOP > 3 months	Leave of Absence
B-H-ID	<b>PEILHIS</b>	Leave Correction Forms/Leave Slips	Leave of Absence
B-H-EMPL	<b>PEAEACC</b>	( Accommodation documentation	Medical Docs
B-H-EMPL	<b>NBAJOBS</b>	Reclass letters?	Misc Employee Docs
B-H-ID	<b>PEAEMPL</b>	DD-214	Misc Employee Docs
B-H-ID	<b>PHICHEK</b>	Timesheets	Misc Employee Docs
B-H-ID	<b>PPAIDEN</b>	Address Changes	Name/Address Change
B-H-EMPL	<b>NBAJOBS</b>	Initial Contracts/Offer Letters	New Hire Docs
B-H-ID	<b>PEAEMPL</b>	Intellectual Property Agreements	New Hire Docs
B-H-EMPL	<b>PPASKIL</b>	Awards, Accolades, etc	Performance Letters
B-H-ID	<b>PPAGENL</b>	Resume, CV (prior to PPLA)	Resume/CV
B-H-EMPL	<b>NBAJOBS</b>	PARs, including Shared Employee Agreements	Salary and Job Info
B-H-EMPL	<b>NBAJOBS</b>	Deferred Pay Elections	Salary and Job Info
B-H-EMPL	<b>NBAJOBS</b>	Supervisor Changes	Salary and Job Info
B-H-EMPL	<b>NBAJOBS</b>	FLSA Review Letters	Salary and Job Info
B-H-ID	<b>PPAIDEN</b>	Social Security Card	SSN Card
B-H-ID	<b>PEAEMPL</b>	Exit Turnover Questionnaires	Termination Forms
B-H-ID	<b>PEAEMPL</b>	Layoff Letters	Termination Forms
B-H-ID	<b>PEAEMPL</b>	Resignation Letters	Termination Forms
B-H-ID	<b>PEAEMPL</b>	Termination Letters	Termination Forms
B-H-EMPL	<b>PPASKIL</b>	Required Training (Harassment/Discrimination, etc)	Tracking Requirement
B-H-ID	<b>PDAEDN</b>	Unemployment documentation	Unemployment Documentation
B-H-ID	<b>PEAREVW</b>	Work Improvement Plans	Work Improvement Plan
B-H-EMPL	<b>PEAHSIN</b>	( First Reports of Injury	Workers Comp
B-H-EMPL	<b>PEAHSIN</b>	( Other Documentation	Workers Comp
B-H-EMPL	<b>PEAHSIN</b>	( WC Monthly Reports	Workers Comp