

## Departmental Documentation for New Employee Processing

University of Arkansas at Little Rock

Below is a list of documentation that is required to be submitted to the Department of Human Resources for each employee classification. Please note that the EPAF should *not* be submitted until (1) after the employee has submitted new/rehire paperwork, (2) a Budget Transfer Form has been *processed* by the Budget Office, *and* (3) required documentation has been submitted to HR.

1. Classified (full or part-time)
  - Electronic Personnel Action Form (EPAF)
  - Affirmative Action Review Form (copy of approved form)
  - Classified Search Disposition Form\*
  - Personnel Requisition Form (copy of approved form)
2. Non-Classified/Administrative (full or part-time)
  - Electronic Personnel Action Form (EPAF)
  - Affirmative Action Review Form (copy of approved form)
  - Faculty/Non-Classified Search Disposition Form\*
  - Signed Job Offer Letter\*
  - Resume\*
3. Academic (9, 10, 10.5 and 12 month)
  - Electronic Personnel Action Form (EPAF)
  - Affirmative Action Review Form (copy of approved form)
  - Faculty/Non-Classified Search Disposition Form\*
  - Signed Job Offer Letter\*
  - Resume/Curriculum Vitae\*
4. Academic (part-time Faculty, Adjunct/Lecturer)
  - Electronic Personnel Action Form (EPAF)
  - Resume/Curriculum Vitae\*\*
5. Graduate Assistant
  - Electronic Personnel Action Form (EPAF)
  - Graduate Assistant Application (will be forwarded to HR from the Grad School)
  - Resume (if teaching a credit course)\*\*
6. Stipend Payments
  - Electronic Personnel Action Form (EPAF)
  - Stipend Classification Worksheet (if position is new)\*\*
7. Hourly or Work Study
  - Electronic Personnel Action Form (EPAF)
  - Hourly Position Classification Form (only if pay offered is more than \$10.49 an hour)\*\*

\*To close the advertised position, departments should email electronic/scanned copies of these documents to [HR-RECRUITMENT@UALR.EDU](mailto:HR-RECRUITMENT@UALR.EDU) **before** submitting the EPAF. Please be sure to indicate the position number and title of the position in the subject line.

\*\*Departments should email electronic/scanned copies of these documents to [HRS-PERSONNEL@UALR.EDU](mailto:HRS-PERSONNEL@UALR.EDU) as required supporting documentation **before** submitting the EPAF. Please be sure to indicate the position number and the employee's name in the subject line.

Thank you for your cooperation.