

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 **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 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.