

DOCUMENT TYPE	DOCUMENT MANAGEMENT			Global Access	PAYROLL		HUMAN RESOURCES					UCIMC
	Admin	Editor	Records Manager		Campus Payroll	PPS Processor	Central HR	Campus Decentral HR	HR Talent & Comp	SMG	HR Benefits	Dept Admin
1042-S	✓	✓	✓	✓	✓							
1970's Retirement / DCP	✓	✓	✓	✓	✓					✓		
403(b) / DCP Documents	✓	✓	✓	✓	✓							
Annual Report on Executive Compensation	✓	✓	✓						✓			
Alternate Schedule Agreement	✓	✓	✓	✓			✓	✓				
Background Check	✓	✓	✓	✓			✓	✓	✓			
BELI	✓	✓	✓	✓	✓	✓	✓	✓		✓		
Beneficiary Forms	✓	✓	✓	✓	✓	✓				✓		
Benefits Enrollment	✓	✓	✓	✓	✓	✓				✓		
CANRA Forms	✓	✓	✓	✓			✓	✓				
Catastrophic Leave	✓	✓	✓	✓	✓	✓	✓	✓		✓		
Commendations, Recognition & Awards	✓	✓	✓	✓			✓	✓	✓			✓
Community Care & Licensing	✓	✓	✓	✓			✓	✓	✓			✓
Comp. Time Agreement	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Confidentiality Agreement	✓	✓	✓	✓			✓	✓				
Counseling / Corrective Action Memos	✓	✓	✓	✓			✓	✓		✓		
Database Maint Worksheet	✓	✓	✓	✓			✓			✓		
Deduction Forms	✓	✓	✓	✓	✓	✓	✓					
Dep Care / Health FSA	✓	✓	✓	✓	✓	✓				✓		
Department Disability Claims Statement	✓	✓	✓	✓		✓	✓	✓		✓		
Deposit Advice	✓	✓	✓	✓	✓	✓						
DMV Report (Pull Notice)	✓	✓	✓	✓			✓	✓				
Earnings Disposition	✓	✓	✓	✓	✓	✓						
Earnings Records Request	✓	✓	✓	✓	✓	✓						
Employment Agreements (includes Offer Letters)	✓	✓	✓	✓		✓	✓	✓	✓	✓		
Equity Review / Increase	✓	✓	✓	✓		✓	✓	✓	✓	✓		
Executive / SMG Benefits	✓	✓	✓							✓		
Fee Waiver	✓	✓	✓	✓	✓	✓	✓	✓				
Financial Aid Award	✓	✓	✓	✓	✓	✓	✓	✓				
Garnishment & Child Support	✓	✓	✓	✓	✓	✓						
Grievance / Complaint Materials	✓	✓	✓	✓	✓	✓	✓	✓				
Housing and Home Loan	✓	✓	✓							✓		
I-9	✓	✓	✓	✓	✓	✓	✓	✓				
Identification / Visa Documentation	✓	✓	✓	✓	✓	✓	✓	✓				
IDOC / PAFs	✓	✓	✓	✓	✓	✓	✓	✓		✓		
Intercampus One-Time Pay	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Intercampus Transfer	✓	✓	✓	✓	✓		✓	✓	✓		✓	
Job Application	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Job Description	✓	✓	✓	✓			✓	✓	✓	✓	✓	
Leave of Abs Docs	✓	✓	✓	✓	✓	✓	✓	✓		✓		
Licenses / Certificates	✓	✓	✓	✓			✓	✓	✓			✓
Mandatory Reduction in Time / Pay & Layoff	✓	✓	✓	✓	✓	✓	✓	✓				
Medical Documentation (leaves, doctor release, disability, etc.)	✓	✓	✓	✓		✓	✓	✓		✓		
Merit Documents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Misc Payroll Worksheets / Reports	✓	✓	✓	✓	✓	✓						
Miscellaneous Personnel Documents	✓	✓	✓	✓			✓	✓		✓		
Mortgage Documents	✓	✓			✓							
Multi-Form Hiring Form (temp doc type)	✓	✓	✓		✓							
Non-Records	✓	✓	✓	✓		✓	✓	✓		✓		✓
Oath and Patent	✓	✓	✓	✓	✓	✓	✓	✓				

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One-Time Pay	✓	✓	✓	✓	✓	✓		✓			✓		
Out of Class Assignment / Pay	✓	✓	✓	✓		✓	✓	✓	✓		✓		
Outside Professional Activities	✓	✓	✓								✓		
Payroll Adjustment	✓	✓	✓	✓	✓	✓		✓					
Performance Evaluation	✓	✓	✓	✓		✓	✓	✓			✓		✓
Personal Data Forms	✓	✓	✓	✓	✓	✓	✓	✓					
Personnel Form Acknowledgement	✓	✓	✓	✓			✓	✓					
Position Not Covered by SS (UCRS 419)	✓	✓	✓	✓			✓	✓				✓	
Pre-2000	✓	✓		✓									
Reclass Request & Final Decision	✓	✓	✓	✓		✓	✓	✓	✓	✓			
Resume	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		
Retirement Buy-Back	✓	✓	✓	✓	✓							✓	
Retirement Forms	✓	✓	✓	✓	✓							✓	
Rush Check	✓	✓	✓	✓	✓	✓	✓	✓					
Sep / Final Check	✓	✓	✓	✓	✓	✓							
Separation Documents	✓	✓	✓	✓		✓	✓	✓				✓	
Service Credit Verification	✓	✓	✓	✓	✓	✓	✓	✓				✓	
Stipend	✓	✓	✓	✓		✓	✓	✓	✓	✓			
Stop Payment Request	✓	✓	✓	✓	✓								
Subpoena	✓	✓	✓	✓	✓		✓						
Temporary Position / Assignment	✓	✓	✓	✓		✓	✓	✓	✓	✓			
Time Reporting	✓	✓	✓	✓	✓	✓	✓	✓					
Timesheet	✓	✓	✓	✓	✓	✓	✓	✓					
Training and Education Records	✓	✓	✓	✓		✓	✓	✓	✓				✓
Transition	✓	✓	✓								✓		
Travel and Removal	✓	✓	✓	✓	✓	✓	✓	✓					
U.S. Savings Bonds	✓	✓	✓	✓	✓								
UCIMC Competency Evaluation	✓	✓	✓	✓			✓						✓
UCIMC Health Clearance	✓	✓	✓	✓			✓						
UCIMC HR	✓	✓		✓			✓						✓
Voluntary Reduction in Time / Pay Agreements	✓	✓	✓	✓		✓	✓	✓			✓		
Voluntary Self ID for Disability	✓	✓	✓	✓			✓	✓					
W-2 (Printed Record)	✓	✓		✓	✓								
W-2 / W-2c / Duplicate W-2	✓	✓	✓	✓	✓								
W-4	✓	✓	✓	✓	✓								
Workers Comp Forms	✓	✓	✓	✓		✓	✓	✓				✓	