ADIS Templates & Documents Required

New Hire & Re-hire Faculty, Staff (Managerial Professional & Office Service), Administrative (N1s), Academics (Postdocs, etc.); UNMC Temporary employees & Non-Faculty Volunteers (NFV)	
Documents (must be uploaded in ADIS)	**To Upload - Select ADIS Template**
Compensatory Time Agreement (only for Office Service Staff)	Select an action template "Comp Time Agreement". Click the "Add" button. Thereafter, assign document to "OT/Comp Time Form".
Employee Bridge of Service Request Form (Rehires within 3 years of last working date) - **HR Records Uploads in ADIS**	Select an action template "HR Employee Bridge of Service Request". Click the "Add" button. Thereafter, assign document to "Employee Bridge of Service".
Employment Agreements (only for Faculty, Administrative and Academic Positions)	Select an action template "Faculty New Hire/Rehire". Click the "Add" button. Thereafter, assign document to "Employment Agrmt/ HR Contract".
Federal W-4 2023 Form (All – except Volunteers & NFV) - **HR Payroll Uploads in ADIS**	Select an action template "HR Documents". Click the "Add" button. Thereafter, assign document to "W-4".
Invitation to Self – Identity Veteran Status Form (All – except Volunteers & NFV)	Select an action template "Staff New Hire / Rehire". Click the "Add" button. Thereafter, assign document to "Invite to Self-Identify Veteran Status".
Job Description (Staff only - Job Description attached in Offer Letter)	Select an action template "Position Description". Click the "Add" button. Thereafter, assign document to "Position Description".
Nebraska W-4 2023 Form (All – except Volunteers & NFV) - **HR Payroll Uploads in ADIS**	Select an action template "HR Documents". Click the "Add" button. Thereafter, assign document to "W-4".
Offer Letter (Staff, Administrative, Academics, Students, UNMC Temp employees)	Select an action template "Staff New Hire / Rehire". Click the "Add" button. Thereafter, assign document to "Letter of offer/ acceptance".
Offer Letter (Faculty)	Select an action template "Faculty New Hire / Rehire". Click the "Add" button. Thereafter, assign document to "Letter of offer/ acceptance".
Offer Letter (House Officer)	Select an action template "New Hire / Rehire – House Officer". Click the "Add" button. Thereafter, assign document to "Letter of offer/ acceptance".
Offer Letter / supporting document (Non-Faculty Volunteers)	Select an action template "Non-Faculty Volunteer New Hire / Rehire". Click the "Add" button. Thereafter, assign document to "Letter of offer/ acceptance".
Offer Letter (Faculty Volunteer employees)	Select an action template "New Hire / Rehire - Volunteer". Click the "Add" button. Thereafter, assign document to "Letter of offer/ acceptance".
PAF Form (Staff, Administrative, Academics, Students)	Select an action template "Staff New Hire / Rehire". Click the "Add" button. Thereafter, assign document to "New Hire Form".

PAF Form (Faculty employees)	Select an action template "Faculty New Hire / Rehire". Click the "Add" button. Thereafter, assign document to "New Hire Form".
PAF Form (House Officer)	Select an action template "New Hire / Rehire – House Officer". Click the "Add" button. Thereafter, assign document to "New Hire Form".
PAF Form (Non-Faculty Volunteer employees)	Select an action template "Non-Faculty Volunteer New Hire / Rehire". Click the "Add" button. Thereafter, assign document to "New Hire Form".
PAF Form (Faculty Volunteer employees)	Select an action template "New Hire / Rehire - Volunteer". Click the "Add" button. Thereafter, assign document to "New Hire Form".
Student Workers Unemployment Understanding (only for student workers & work study students)	Select an action template "Staff New Hire / Rehire". Click the "Add" button. Thereafter, assign document to "Student Worker Unemployment Understanding".
UNMC Direct Deposit Form (All – except Volunteers & NFV) - **HR Payroll uploads in ADIS**	Select an action template "HR Documents". Click the "Add" button. Thereafter, assign document to "Direct Deposit Form".
Voluntary Self Identification of Disability Form (All - except Volunteers & NFV)	Select an action template "Staff New Hire / Rehire". Click the "Add" button. Thereafter, assign document to "Voluntary Self-Identify of Disability".
Work Study Students: Financial AID Offer Letter Document	Select an action template "Education Form". Click the "Add" button. Thereafter, assign document to "Education Form".

Separation	
Documents (must be uploaded in ADIS)	**To Upload - Select ADIS Template**
Leave Payout Form – **HR Payroll uploads in ADIS**	Select an action template based on the type of separation "Separation- Death", "Separation- Resignation", "Separation- Retirement", or "Separation- Termination". Click the "Add" button. Thereafter, assign document to "Leave Payout Form"
Non- Faculty Volunteer – end of Assignment Letter/E-mail	Select an action template based on the type of separation "Non – Faculty Volunteer – Separation". Click the "Add" button. Thereafter, assign document to "Supporting Documentation"
PAF Form (Non – Faculty Volunteer)	Select an action template based on the type of separation "Non – Faculty Volunteer – Separation". Click the "Add" button. Thereafter, assign document to "PAF Form"
PAF Form (Resignation)	Select an action template based on the type of separation "Separation- Resignation. Click the "Add" button. Thereafter, assign document to "PAF - Separation Form"
PAF Form (Death)	Select an action template based on the type of separation "Separation- Death". Click the "Add" button. Thereafter, assign document to "PAF - Separation Form"
PAF Form (Retirement)	Select an action template based on the type of separation "Separation- Retirement". Click the "Add" button. Thereafter, assign document to "PAF - Separation Form"
PAF Form (Termination)	Select an action template based on the type of separation "Separation- Termination". Click the "Add" button. Thereafter, assign document to "PAF - Separation Form"
Reduction in Force Notification Letter (Staff only)	Select an action template based on the type of separation "Separation- Termination". Click the "Add" button. Thereafter, assign document to "Supporting Documentation".

Resignation Letter/E-mail	Select an action template based on the type of separation "Separation- Death", "Separation- Resignation", "Separation-Retirement", or "Separation- Termination". Click the "Add" button. Thereafter, assign document to "Resignation Letter/Email"

Organizational Change: Unpaid to Unpaid Position	
Documents (must be uploaded in ADIS)	**To Upload - Select ADIS Template**
PAF Form	Select an action template "Org Change Unpaid to Unpaid". Click the "Add" button. Thereafter, assign document to "PAF (Personal Action Change Form)"
Documentation justifying change	Select an action template "Org Change Unpaid to Unpaid". Click the "Add" button. Thereafter, assign document to "Supporting Documentation"

Organizational Change	
Documents (must be uploaded in ADIS)	**To Upload - Select ADIS Template**
PAF Form (Staff)	Select an action template "Staff Personnel Action Change (PAF)". Click the "Add" button. Thereafter, assign document to "PAF (Personal Action Change Form)"
PAF Form (Academic)	Select an action template "Org Change- PAF". Click the "Add" button. Thereafter, assign document to "PAF (Personal Action Change Form)"
Documentation justifying change (Offer Letter, etc.)	Select an action template "Staff Personnel Action Change (PAF)". Click the "Add" button. Thereafter, assign document to "Supporting Documentation"
Documentation justifying change (Offer Letter, etc.)	Select an action template "Org Change- PAF". Click the "Add" button. Thereafter, assign document to "Supporting Documentation"

Leave of Absence	
Documents (must be uploaded in ADIS)	**To Upload - Select ADIS Template**
PAF Form (exclusive to Faculty Employees; for LOA with action reason Academic, Educational, Faculty Development, Prestigious Fellowship)	Select an action template "Academic Leave of Absence (Paid or Unpaid)". Click the "Add" button. Thereafter, assign document to "PAF (Personal Action Change Form)"
PAF Form (for all other LOAs with one of the following action reasons – Military, Personal, Disability, FMLA, Workers Compensation, Contractual Agreement, Administrative, 9 mo. Position, or Disciplinary/Legal)	Select an action template "Employee Leave of Absence (Paid or Unpaid)". Click the "Add" button. Thereafter, assign document to "PAF (Personal Action Change Form)"

Leave Request/ Approval Completed Form (for all other LOAs with one of the following action reasons – Military, Personal, Disability, FMLA, Workers Compensation, Contractual Agreement, Administrative, 9 mo. Position, or Disciplinary/Legal)	Select an action template "Employee Leave of Absence (Paid or Unpaid)". Click the "Add" button. Thereafter, assign document to "Leave Request/ Approval".

Return from Leave	
Documents (must be uploaded in ADIS)	**To Upload - Select ADIS Template**
PAF Form	Select an action template "Return from Leave of Absence". Click the "Add" button. Thereafter, assign document to "PAF (Personal Action Change Form)"
LOA Without Pay Date Adjustment Form (employees returning from an LOA without Pay only)	Select an action template "Return from Leave of Absence". Click the "Add" button. Thereafter, assign document to "LOA without Pay Date Adjustment Form"

Pay Rate Change	
Documents (must be uploaded in ADIS)	**To Upload - Select ADIS Template**
PAF Form	Select an action template "Appointment Change" or "Annual Evaluation". Click the "Add" button. Thereafter, assign document to "PAF (Personal Action Change Form)"
Documentation justifying change (e-mail, Offer Letter, etc.)	Select an action template "Appointment Change" or "Annual Evaluation". Click the "Add" button. Thereafter, assign document to "Supporting Documentation"
Annual Evaluations Documentation	Select an action template "Annual Evaluation". Click the "Add" button. Thereafter, assign document to "Annual Evaluation"

Change in Staffing Percentage	
Documents (must be uploaded in ADIS)	**To Upload - Select ADIS Template**
PAF Form	Select an action template "Appointment Change". Click the "Add" button. Thereafter, assign document to "PAF (Personal Action Change Form)"
Documentation justifying change	Select an action template "Appointment Change". Click the "Add" button. Thereafter, assign document to "Supporting Documentation"
Voluntary FTE Reduction Request Form when employee request applies under this program. Voluntary FTE Reduction Request Form	Select an action template "Appointment Add/Deletion". Click the "Add" button. Thereafter, assign document to "Appointment Add/Del Request/Acceptance"
E-mail from (Not related to Volunteer FTE Reduction Program): 1. Employee requesting FTE reduction or increase and 2. E-mail from supervisor approving FTE reduction or increase.	Select an action template "Appointment Change". Click the "Add" button. Thereafter, assign document to "Appointment Change Request/ Acceptance".

Funding Change	

Documents (must be uploaded in ADIS)	To Upload - Select ADIS Template
PAF Form	Select an action template "Staff Personnel Action Change (PAF)". Click the "Add" button. Thereafter, assign document to "PAF (Personal Action Change Form)"
Documentation justifying change	Select an action template "Staff Personnel Action Change (PAF)". Click the "Add" button. Thereafter, assign document to "Supporting Documentation"

Miscellaneous Documents	
Documents (must be uploaded in ADIS)	**To Upload - Select ADIS Template**
Current CV	Select an action template "Current CV". Click the "Add" button. Thereafter, assign document to "CV – (Current)"
Outstanding Performance Stipend Notification Letter. Sample Outstanding Performance Stipend Notification Letter	Select an action template "Recurring/Addtl Payments". Click the "Add" button. Thereafter, assign document to "OPS Letter".
PAF Education Form	Select an action template "Education Form". Click the "Add" button. Thereafter, assign document to "Education Form".
PAF Form Degrees/ Transcripts	Select an action template "Degrees/ Transcripts". Click the "Add" button. Thereafter, assign document to "Degrees/ Transcripts".
PAF Form Demographics & Residence Status.	Select an action template "Demographics & Residence Status". Click the "Add" button. Thereafter, assign document to "Demographics & Residence Status".
PAF Form Licenses/ Certifications/ Degrees	Select an action template "Licenses/ Certifications/ Degrees". Click the "Add" button. Thereafter, assign document to the type of Licenses/ Certifications/ Degrees the document is "Certification", "DEA", "Degree (MD)", "Degree(PhD)", "Degree Confirmation Doc", or "State License".
Performance Evaluations not completed via ADIS or UNeVal	Select an action template "Annual Evaluation". Click the "Add" button. Thereafter, assign document to "Annual Evaluation".
Pre-Approval Moving Relocation Expense Request Form - over $5000	Select an action template "HR Recurring/Additional Payment". Click the "Add" button. Thereafter, assign document to "Other".
Promotion and Tenure Letter	Select an action template "Promotion and Tenure". Click the "Add" button. Thereafter, assign document to "Promotion/ Tenure Letter".
Reappointment/Appointment Extension Letter	Select an action template "Reappointment/Appointment Extension Letter". Click the "Add" button. Thereafter, assign document to "Reappointment/Appointment Extension Letter".
Telecommuting Agreement. Telecommuting Agreement Form	Select an action template "Telecommuting Agreement". Click the "Add" button. Thereafter, assign document to "Telecommuting Agreement"
Comparable Letter	Select an action template "Comparable/Non-comparable Letter". Click the "Add" button. Thereafter, assign document to "Comparable Letter"
Non-comparable Letter	Select an action template "Comparable/Non-comparable Letter". Click the "Add" button. Thereafter, assign document to "Non-comparable Letter"