

**Electronic Personnel File**

<b>HR 13 Name</b>	<b>Abbreviated Name For HRS</b>	<b>Naming Convention</b>
Letters of Application	Application Materials (Application, Research Proposal, Resume/CV)	APPL_00999999_LNAME_MMDDYYYY
Letters of offer, acceptance, appointment, reappointment, assignment, or promotion	Offer, Contract, Acceptance Letters	OFFER_00999999_LNAME_MMDDYYYY
Letters of resignation or retirement	Resignation/Retirement/Discharge Letters	TERM_00999999_LNAME_MMDDYYYY
Position descriptions	Position Descriptions	PD_00999999_LNAME_MMDDYYYY
Title change records	Title Changes (Reclass/Progression)	TITLECHG_00999999_LNAME_MMDDYYYY
Interchange agreements	Interchange Agreements	INTERCHG_00999999_LNAME_MMDDYYYY
Pay-related actions	Pay Actions	PAY_00999999_LNAME_MMDDYYYY
Awards, grants, or notifications of named professorships	Awards or Grants	AWRD_00999999_LNAME_MMDDYYYY
Emeritus, annuitant, distinguished service, or other recognition	Emeritus, Annuitant, Distinguished Srv, other Recognition	RECOGN_00999999_LNAME_MMDDYYYY
Decisions on leave of absence requests	Leave of Absence Requests (non medical), Faculty Sabb	LOA_00999999_LNAME_MMDDYYYY
Performance reviews or evaluations including evaluations during probationary periods	Performance Reviews	PERFRM_00999999_LNAME_MMDDYYYY
Records that relate to final personnel decisions	Final Personnel Decisions	PRSND_00999999_LNAME_MMDDYYYY
Any relevant negotiated resolutions or settlement agreements	Negotiated Resolutions or Settlement Agreements	SETLMNT_00999999_LNAME_MMDDYYYY
Notices of active investigation or administrative appeal	Active Investigation or Administrative Appeal	APPEAL_00999999_LNAME_MMDDYYYY
Legacy File	Legacy File	LEGACY_00999999_LNAME_MMDDYYYY

**Foreign National Documents**

<b>Document Type</b>	<b>Document Location in HRS</b>	<b>Naming Convention</b>
Tax Packet	Foreign National Tax Documents	YYYY_TAXPACKET_00999999
Tax Packet materials dropped off after initial upload (ie missing passport)	Foreign National Tax Documents	YYYY_documenttype_00999999
Tax Summary Report Update	Foreign National Tax Documents	YYYY_TSRUPDATE_00999999
W-8 BEN and attachments (year in name is year received plus 2 years)	Tax Treaty Forms	YYYY-YYYY_W8BEN_00999999

W9 and attachments (year in name is year it applies)	Tax Treaty Forms	YYYY_W9_00999999
8233 and attachments (year in name is year it applies)	Tax Treaty Forms	YYYY_8233_00999999
Restrictive Clause Statements from Glacier (ie back-to-back clause, retro clause, etc)	Tax Treaty Forms	YYYY_RESTRICTIVECLAUSE_00999999
W-4 related forms including federal, state and Supplemental Tax Document	W-4	YYYY_W4_00999999