



**Supporting Documentation for Processing Monthly Payroll Actions (for faculty, postdocs, and other academic appointees)**

The following table indicates the documentation required when submitting personnel actions to OFA.  
Please attach required documents to Wasabi Actions.

If you're creating the following Action/Form in Wasabi	OFA Needs	Sign Up for or Change in PeopleSoft Employee Self Service
Hire Form (New Hire, Additional Job, or Rehire)	For new unpaid appointments, the items listed on " <a href="#">Cover Sheet for UNPAID Annual Appointments</a> "  For new paid appointments, the items listed on " <a href="#">Cover Sheet for PAID Annual Appointments</a> "	<ul style="list-style-type: none"> <li>• Direct Deposit (if applicable)</li> <li>• Federal and State Taxes (if applicable)</li> <li>• Benefits (if applicable)</li> <li>• Voluntary Deductions (if applicable)</li> <li>• Home and Office Address Changes</li> <li>• Emergency Contacts</li> <li>• Ethnicity</li> </ul>
Transfer	For new unpaid appointments, the items listed on " <a href="#">Cover Sheet for UNPAID Annual Appointments</a> "  For new paid appointments, the items listed on " <a href="#">Cover Sheet for PAID Annual Appointments</a> "	<ul style="list-style-type: none"> <li>• Direct Deposit</li> <li>• Federal and State Taxes</li> <li>• Benefits</li> <li>• Voluntary Deductions</li> <li>• Home and Office Address Changes</li> </ul>
Job Data Change/Promotion	For annual appointment promotions (e.g., promotion from postdoc to research associate), the items needed are: <ul style="list-style-type: none"> <li>• Endorsement from the department chair indicating support for the promotion (can be chair signature added to letter of recommendation or separate letter from chair)</li> <li>• 1 letter of recommendation</li> <li>• curriculum vitae</li> <li>• job description (for research associates)</li> </ul>	n/a
Job Data Change/Unpaid to Paid	If not already on file in Central: <ul style="list-style-type: none"> <li>• I-9 Employment Verification form</li> <li>• FNIF form (if non-US)</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Deposit</li> <li>• Federal and State Taxes</li> <li>• Benefits</li> <li>• Voluntary Deductions</li> <li>• Home and Office Address Changes</li> </ul>
Job Data Change (other types)	Letter and/or email message explaining reason for change	n/a
Personnel Data Change	For name changes, copy of official document with new name	n/a
Leave of Absence	Letter and/or email message explaining type of leave and anticipated length; for sabbaticals, maternity, parental, and medical leaves, appropriate paperwork and/or approval should already have been completed with OFA.	n/a

Additional Pay-One/Recurring	Letter and/or email message explaining reason for additional pay, dates services were provided, etc. Receipts needed when paying for gifts and moving expenses.	n/a
Additional pay-Gifts/3 <sup>rd</sup> Party	Letter and/or email message explaining reason for additional pay, dates services were provided, etc. Receipts needed when paying for gifts and moving expenses.	n/a
Termination/Retirement	<ul style="list-style-type: none"> <li>• Termination or resignation letter</li> <li>• HSPH Employee Departure Form on-line (<a href="#">HR Website</a>)</li> </ul>	n/a

PLEASE NOTE: To change a dummy social security number to a “real” one, it is not necessary to transmit a Wasabi action. Instead, send a copy of the appointee’s social security card to Ann Howe in OFS. Ann will forward the copy to Central Payroll which will update PeopleSoft with the new social security number.