

Document Type	Document Type Group	Reference
Application Certification	HR-Administrative	
Background Check	HR-Administrative	Any type of acknowledgement/consent, limited tax waiver & results
Civil Service Application	HR-Administrative	
Computer/Network Access	HR-Administrative	
Disability Separation Agreements	HR-Administrative	
Drug Testing Acknowledgement	HR-Administrative	Any type of acknowledgement/consent, results, & chain of custody
Employment Eligibility Verification Form (I9)	HR-Administrative	
ePerformance - Ad-hoc Evaluations	HR-Administrative	
ePerformance - Annual	HR-Administrative	
ePerformance - Career Development Plans	HR-Administrative	
ePerformance - Performance Evaluation Appeals	HR-Administrative	
ePerformance - Performance Improvement Plan	HR-Administrative	
ePerformance - Probationary	HR-Administrative	
ePerformance Attachment	HR-Administrative	
Fraud Hotline Acknowledgement (HV 66)	HR-Administrative	
Human Trafficking Acknowledgement	HR-Administrative	
Letters/Correspondence (to HR, From HR, etc.)	HR-Administrative	
Licensure, Certifications	HR-Administrative	
Military Leave Forms	HR-Administrative	
New Hire/Orientation/Policy Acknowledgements	HR-Administrative	
OAKS ID Form	HR-Administrative	Any information needed to create OAKS ID
OPERS Forms	HR-Administrative	All OPERS related forms

Other Administrative Documents	HR-Administrative	To be used for Agency Specific documents that do not have a Doc Type. Agencies should keep a list for doc types that should be filed under this Doc Type for easy searching
Outside Employment Notification	HR-Administrative	To be used when an employee notifies agency of secondary employment
Outside Employment Requests/Responses	HR-Administrative	To be used for public records requests
Poll Workers Forms	HR-Administrative	
Position Description	HR-Administrative	To be Indexed by PN
Position Description (Emp. File)	HR-Administrative	To be Indexed by SQUID when adding to an employee file
Pre-Employment Packet	HR-Administrative	Can consist of any documents User deems applicable. Not to be used for documents that will need to be ePar attachments
Prior Service Form & Information	HR-Administrative	
Promotion/HQ Change/Changes in Position Acknowledgements	HR-Administrative	Can also use for Transfer Consents
Reference Checks	HR-Administrative	
Resume/CV/ Cover Letter	HR-Administrative	
Security Access Sheet	HR-Administrative	Can include building or ID Badge access, or software requirements
Statement Concerning Your Employment Not Covered by Social Security	HR-Administrative	
Supplemental Employment Agreement	HR-Administrative	
Supplemental Nepotism Statement (ADM 4173)	HR-Administrative	
Training, Education documents	HR-Administrative	
Unemployment Compensation	HR-Administrative	
Unclassified Services Explanation & Acknowledgement	HR-Administrative	
Accident or Illness Form	HR-FMLA/Workers Comp/Disability	
ADA	HR-FMLA/Workers Comp/Disability	
Adjudication Order	HR-FMLA/Workers Comp/Disability	

Agency Disability Questionnaire	HR-FMLA/Workers Comp/Disability	
Application for Disability - Employee Statement (ADM 4310)	HR-FMLA/Workers Comp/Disability	
Application for Disability - Employer Statement (ADM 4312)	HR-FMLA/Workers Comp/Disability	
C+84	HR-FMLA/Workers Comp/Disability	
C86	HR-FMLA/Workers Comp/Disability	
C-9	HR-FMLA/Workers Comp/Disability	
Certified Letter - Acknowledgement of Appeal - 7 Day Letter	HR-FMLA/Workers Comp/Disability	
Childbirth/Adoption	HR-FMLA/Workers Comp/Disability	
Common Pleas Notification	HR-FMLA/Workers Comp/Disability	
Common Pleas Order	HR-FMLA/Workers Comp/Disability	
Decision Letter	HR-FMLA/Workers Comp/Disability	This is the DAS Disability generated letter that goes in file, to Agency & to employee
DHO/SHO Orders	HR-FMLA/Workers Comp/Disability	
Disability Agreement (ADM 4313)	HR-FMLA/Workers Comp/Disability	
Disability Request for Appeal	HR-FMLA/Workers Comp/Disability	
Doctor Letter for Light Duty	HR-FMLA/Workers Comp/Disability	
Email	HR-FMLA/Workers Comp/Disability	
FMLA Certifications	HR-FMLA/Workers Comp/Disability	

FMLA Designation Notice	HR-FMLA/Workers Comp/Disability	
FMLA Notice of Eligibility and Rights Responsibilities	HR-FMLA/Workers Comp/Disability	
Functional Capacity Evaluation	HR-FMLA/Workers Comp/Disability	
Green Card - Acknowledgement of Hearing	HR-FMLA/Workers Comp/Disability	
Green Card - Returned Mail	HR-FMLA/Workers Comp/Disability	
Green Card Receipt	HR-FMLA/Workers Comp/Disability	
Hearing Docket Form	HR-FMLA/Workers Comp/Disability	
IME - Agency	HR-FMLA/Workers Comp/Disability	
In-House Copying Sheet	HR-FMLA/Workers Comp/Disability	
In-House Medical Review	HR-FMLA/Workers Comp/Disability	
Initial Application	HR-FMLA/Workers Comp/Disability	To be considered a complete initial application, the ADM 4310, ADM 4312 & PD must be submitted together. It may also include psychiatric questionnaire, work capacity form, agency questionnaire, etc. in addition to the required forms.
Injury/Illness Report (ADM 4303)	HR-FMLA/Workers Comp/Disability	
Medco-14s	HR-FMLA/Workers Comp/Disability	
Medical Records from Healthcare Provider	HR-FMLA/Workers Comp/Disability	
Medical Report	HR-FMLA/Workers Comp/Disability	
Medical Report - Office Notes	HR-FMLA/Workers Comp/Disability	

Medical Report - Operative Report	HR-FMLA/Workers Comp/Disability	
Mental Health	HR-FMLA/Workers Comp/Disability	
Miscellaneous	HR-FMLA/Workers Comp/Disability	
Ohio EAP Agreements	HR-FMLA/Workers Comp/Disability	
Other Medical	HR-FMLA/Workers Comp/Disability	
Physician Verification Notice	HR-FMLA/Workers Comp/Disability	
Report and Recommendation	HR-FMLA/Workers Comp/Disability	
Report of Contact	HR-FMLA/Workers Comp/Disability	
Retirement Application	HR-FMLA/Workers Comp/Disability	
Return Mail	HR-FMLA/Workers Comp/Disability	
RTW Notice	HR-FMLA/Workers Comp/Disability	
Salary Continuation request/extension	HR-FMLA/Workers Comp/Disability	
Statement of Psychiatric Disability- Psyche Questionnaire(ADM 4316)	HR-FMLA/Workers Comp/Disability	
Supplemental Application	HR-FMLA/Workers Comp/Disability	
Supplemental Report - Employee Statement (ADM 4311)	HR-FMLA/Workers Comp/Disability	
Supplemental Report - Employer Statement	HR-FMLA/Workers Comp/Disability	
Third Party Copying Sheet	HR-FMLA/Workers Comp/Disability	

Third Party Medical Review	HR-FMLA/Workers Comp/Disability	
Transitional Work Program (TWP) / Book Rehab / BRV Referral	HR-FMLA/Workers Comp/Disability	
Work Capacity Form (ADM 4317)	HR-FMLA/Workers Comp/Disability	
Work Related	HR-FMLA/Workers Comp/Disability	
Workers' Comp Correspondence- Letters from BWC, etc.	HR-FMLA/Workers Comp/Disability	
Investigation Docs	HR-Labor	Can include video, audio and any document compiled during Investigation
MOUs	HR-Labor	
Oral Reprimands	HR-Labor	
Pattern Abuse Notice	HR-Labor	
Written Reprimands	HR-Labor	
Benefit enrollment/change form	HR-Payroll and Benefits	
Benefit Refunds	HR-Payroll and Benefits	
Benefits - Eligibility Appeal Packet	HR-Payroll and Benefits	
Change of Address Cards	HR-Payroll and Benefits	
Deferred Compensation	HR-Payroll and Benefits	
Dependent Eligibility Documents	HR-Payroll and Benefits	
Direct Deposit Forms	HR-Payroll and Benefits	
Final Payroll Certification	HR-Payroll and Benefits	
Healthcare Waiver Form	HR-Payroll and Benefits	
Insurance Enrollment Forms	HR-Payroll and Benefits	
Jury Duty - Copy of Check and Subpoena	HR-Payroll and Benefits	
Leave Conversion Form	HR-Payroll and Benefits	
Other Benefit Documents	HR-Payroll and Benefits	To be used for Agency Specific documents that do not have a Doc Type. Agencies should keep a list for doc types that should be filed under this Doc Type for easy searching
Other Payroll Documents	HR-Payroll and Benefits	To be used for Agency Specific documents that do not have a Doc Type. Agencies should keep a list for doc types that should be filed under this Doc Type for easy searching

Over/Under Payments & Financial Settlements	HR-Payroll and Benefits	
Payroll Deduction Cards and Agreements	HR-Payroll and Benefits	
Proof of dependent eligibility	HR-Payroll and Benefits	Any student affidavit, proof of divorce/marriage
Request for Refunds	HR-Payroll and Benefits	
Tax Forms (Federal, State, City)	HR-Payroll and Benefits	Any tax form related document
Union Authorization Cards	HR-Payroll and Benefits	
Verification of Employment/Income	HR-Payroll and Benefits	
ePAR - Data Change Current Employee	HR-Personnel Actions (ePar)	
ePAR - Discipline	HR-Personnel Actions (ePar)	
ePAR - Hire-Rehire	HR-Personnel Actions (ePar)	
ePAR - Termination	HR-Personnel Actions (ePar)	
ePAR Attachment	HR-Personnel Actions (ePar)	
ePAR Attachment - Discipline	HR-Personnel Actions (ePar)	
		To be used for Non ePAR/Paper PAs: (DTA) Data Change- (CPN) Cancel-Promotion (DTA) Data Change- (FCE) CBU Exemption (Fid/Confiden) (DTA) Data Change- (GTA) Grievance Term Adjustment (DTA) Data Change- (STR) Step Reduction (DTA) Data Change- (STX) Step X (90) (LOA) Leave of Absence- (EED) Exempt Educational Leave (PAY) Pay Rate Change-(EID) Elect Office Increase Declined (PAY) Pay Rate Change- (SDN) Step Denied (PLA) Payroll Leave Action- (BEL) BU Educational Leave
Other Personnel Action	HR-Personnel Actions (ePar)	