

<div>UC Irvine Document Management</div> <div>Personnel Records Online system (PROs) PROs Record Access by Role</div>													
DOCUMENT TYPE	DOC. MGMT.		Global Access	PAYROLL		HUMAN RESOURCES						Operations Manager	UCI HEALTH Dept. Admin
	Admin & Editor	Records Manager		Campus Payroll	Dept. Payroll Processor	Campus Central HR	Campus Dept. HR	HR Talent & Comp.	HR Onboarding	Senior Mgmt. Group	HR Benefits		
1042-S	✓	✓	✓	✓									
1970's Retirement / DCP	✓	✓	✓	✓							✓		
403(b) / DCP Documents	✓	✓	✓	✓									
Align/Achieve Performance	✓	✓	✓		✓	✓	✓			✓			
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	✓	✓	✓	✓		✓							
Degrees/ Diplomas	✓	✓	✓			✓	✓	✓		✓			✓
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	✓	✓	✓	✓	✓	✓	✓						
Meal Waiver (Health)	✓	✓	✓			✓							
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	✓	✓	✓		✓	✓	✓	✓			✓		
Nursing Experience Letter	✓	✓	✓			✓		✓	✓				

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Oath and Patent	✓	✓	✓	✓		✓	✓		✓				
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-Employment Checklist	✓	✓	✓			✓			✓				
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	✓	✓	✓		✓	✓	✓				✓		