

ImageNow P-file Document Crosswalk
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Document	Document Type	Drawer (DivSpec or Required)	Effective Date	Document Topic
Appointment Fiscal Year Report	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Compensation
Appointment letter (resume and reimbursement request are separate)	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	effective date	Personnel Transactions (misc)
Approval for indefinite status	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Compensation
Attendance and Punctuality policy memo	A_OHR_Pfile_Workrules_Memo	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Policy (optional or division specific)
Backscanning paper pfiles	A_OHR_Pfile_Backscan_Batch	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Backscan
Base rate/job code change notice	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
CCF letter	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Certificate of Appreciation	A_OHR_Pfile_Award_Rec	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Award Recommendation
Certification request	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Compensation
Change in duties memo	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Confirmation of what classes will be taught that semester	A_OHR_Pfile_Inst_Load	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Classes for Semester
DCA-DMC letter	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
EJED Change	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Personnel Transactions (misc)
Emergency contact information/form	A_OHR_Pfile_Emer_Form	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Emergency Contact
Emeritus Status Requests/Approvals	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Faculty activities report and packets for recommendation for indefinite status	A_OHR_Pfile_Perfrm_Doc	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Performance
FLSA memo or docs	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	effective date	Personnel Transactions (misc)
Formal disciplinary documents such as: -Written reprimand -1, 3, or 5-day suspension <i>Note: does NOT include:</i> -Investigation -Letters of expectation -Pre-disciplinary documents -Working files	A_OHR_Pfile_Discipline	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Disciplinary Action
FTE Change request (Appointment % change or extend end date)	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Personnel Transactions (misc)
Guidelines on division or campus policies	A_OHR_Pfile_Workrules_Memo	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Policy (optional or division specific)
Job Security change letter	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	effective date	Personnel Transactions (misc)
Layoff approval	A_OHR_Pfile_Layoff	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Layoff and Non-renewal
Layoff letter	A_OHR_Pfile_Layoff	A_OHR_'division acronym'_Pfile_Required	effective date	Layoff and Non-renewal
Layoff notice	A_OHR_Pfile_Layoff	A_OHR_'division acronym'_Pfile_Required	effective date	Layoff and Non-renewal
Layoff request	A_OHR_Pfile_Layoff	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Layoff and Non-renewal
Leave of absence request - Unpaid	A_OHR_Pfile_LOA	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Leave of Absence
Letter of non-renewal	A_OHR_Pfile_Layoff	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Layoff and Non-renewal
Letter of Thanks	A_OHR_Pfile_Award_Rec	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Award Recommendation
Memo to serve on committee	A_OHR_Pfile_CMTE_Memo	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Committee Participation
New Employee Orientation (NEO) Acknowledgement	A_OHR_Pfile_Workrules_Memo	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Policy (optional or division specific)
Operational area clarification memo/reassignment	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Personnel Transactions (misc)
Outside Activities report	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Personnel Transactions (misc)
Overload request	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Pay Plan 1% increase notification letter	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Pay Plan letter	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Pay progression forms	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Performance evaluations	A_OHR_Pfile_Perfrm_Doc	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Performance
Policy Acknowledgements	A_OHR_Pfile_Policy_Acknw	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Policy (required)
Position Audit memo from CHR	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Personnel Transactions (misc)
Position Description (signed)	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Position Vacancy Listing (PVL)	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Printed email messages that are a part of "the story" for historical purposes	A_OHR_Pfile_Context_Email	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Email Messages
Probationary reviews	A_OHR_Pfile_Perfrm_Doc	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Performance
Professional Development Certifications and Awards	A_OHR_Pfile_Prof_Dvlp_Cert_Award	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Professional Development
Promotion approval	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Protection of Sensitive Information	A_OHR_Pfile_Policy_Acknw	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Policy (required)
PVL Waiver request	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Rate/Title Change approval letter - separate from request	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Rate/Title Change Request and supporting documents (resume, emails, funding, etc.) - separate from approval	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Reclassification analysis form	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Reclassification approval letter	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Reclassification request	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Recommendation letter for award	A_OHR_Pfile_Award_Rec	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Award Recommendation
Request for permanent investigator status	A_OHR_Pfile_PI_Status	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Permanent Investigator Status
Request for Relocation/Moving Expense Reimbursement	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	effective date	Personnel Transactions (misc)
Resignation notice and termination packet	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	effective date	Personnel Transactions (misc)
Responsible Use of Information Technology Policy	A_OHR_Pfile_Policy_Acknw	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Policy (required)
Resume and/or CV	A_OHR_Pfile_Resume_CV	A_OHR_'division acronym'_Pfile_Required	effective date	Resume and/or Curriculum Vitae (CV)
Sabbatical approval letter and/or funding info regarding payment over 65%	A_OHR_Pfile_Fac_Sabb_Aprvl	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Faculty Memo
Salary correction memo	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Salary increase due to Union Contract/Pay Plan	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Schedule change	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Personnel Transactions (misc)
Strategic Hire Initiative request and approval	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Compensation
Supervisor change	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Personnel Transactions (misc)
Telecommuting Agreement	A_OHR_Pfile_Policy_Acknw	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Policy (required)
Temporary Base Increase Approval Letter	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Temporary Base Increase Request and supporting documents (resume, emails, funding, etc.)	A_OHR_Pfile_PD_Comp_Titlechange	A_OHR_'division acronym'_Pfile_Required	effective date	Compensation
Temporary Employee Acknowledgment form	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	effective date	Personnel Transactions (misc)
Tenure extension approval (including request info)	A_OHR_Pfile_Fac_Tenure_Ext	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Faculty Memo
Tuition Reimbursement Requests/Approvals	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_DivSpec	letter/HR signature date	Personnel Transactions (misc)
Vehicle use agreement/ driver authorization (or no drive)	A_OHR_Pfile_Policy_Acknw	A_OHR_'division acronym'_Pfile_Required	letter/HR signature date	Policy (required)
Voluntary Transfer Letter (EE Choice)	A_OHR_Pfile_Person_Trnsact	A_OHR_'division acronym'_Pfile_Required	effective date	Personnel Transactions (misc)

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Document	Document Type	Drawer (DivSpec or Required)	Effective Date	Document Topic
NOT SCANNED	<ul style="list-style-type: none"> • Accidental Death • Benefits 101 Enrollment Deadline Worksheet • Classified Leave Report • Compensation Time Payouts • Direct Deposit • Employee Benefits Checklist • Employee Medical Leave Request Form • FMLA/WFMLA Approval Letter • Income Continuation Insurance • Insurance Forms- Health, Dental, etc. • Leave Options Letter • Ride Share Forms • Salary Deferral • Tax Sheltered Annuity (TSA) • Tuition Reimbursement Request • Vacation carryover request (University Staff Annual Leave Conversion Form) • Vanpool Payroll Deduction • W-4 	NOT SCANNED	NA	Payroll and Benefits or FMLA Folder

Version 1: June 2017