

# The University of Akron

## HR's Quick Reference List

Updated June 2008

If you have questions about:	HR Department Responsible / Web Site Location	Phone
Benefits Brochure	Benefits Administration <a href="http://www.uakron.edu/hr/docs/BenefitsBrochure.pdf">http://www.uakron.edu/hr/docs/BenefitsBrochure.pdf</a>	x7092
Calendar Deadlines – HR/Payroll	Payroll <a href="http://www.uakron.edu/busfin/controller/payroll.php">http://www.uakron.edu/busfin/controller/payroll.php</a>	X7205
Checklist/Forms - Part-time Contract Professional Orientation Packet or Part-time Staff Orientation Packet	HR Information Services <a href="http://www.uakron.edu/hr/ptpackets.php">http://www.uakron.edu/hr/ptpackets.php</a>	X7096
Classification Specifications	Classification Services <a href="http://www.uakron.edu/hr/ClassServs.php">http://www.uakron.edu/hr/ClassServs.php</a>	x6702
DMA-Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization	Employment Services <a href="http://www.uakron.edu/hr/docs/DMAForm.pdf">http://www.uakron.edu/hr/docs/DMAForm.pdf</a>	X5988
Employment Opportunities Bulletin (EOB)	Employment Services <a href="http://www3.uakron.edu/hr/eob/">http://www3.uakron.edu/hr/eob/</a>	x5988
EOB Deadline Dates (Advertisement)	Employment Services <a href="http://www.uakron.edu/hr/docs/2008EOBCalendar.pdf">http://www.uakron.edu/hr/docs/2008EOBCalendar.pdf</a>	x7089
Form I-9	HR Information Services <a href="http://www.uakron.edu/hr/docs/i-9.pdf">http://www.uakron.edu/hr/docs/i-9.pdf</a>	x7096
Form SSA-1945	Employment Services <a href="http://www.uakron.edu/hr/docs/SSA1945.pdf">http://www.uakron.edu/hr/docs/SSA1945.pdf</a>	x5988
Job Requisition Form (JRF)	HR Information Services <a href="http://www.uakron.edu/hr/docs/jrf.doc">http://www.uakron.edu/hr/docs/jrf.doc</a>	X6582
Job Information Status Board for Staff Positions	Employment Services <a href="http://www.uakron.edu/hr/docs/eobstatus.pdf">http://www.uakron.edu/hr/docs/eobstatus.pdf</a>	x5988
Personnel Action Forms (PAFs)	HR Information Services <a href="http://www.uakron.edu/hr/PAF.php">http://www.uakron.edu/hr/PAF.php</a>	x7096
Position Description Audit Questionnaire (PDAQ)	Classification Services <a href="http://www.uakron.edu/hr/docs/PDAQForm.PDF">http://www.uakron.edu/hr/docs/PDAQForm.PDF</a>	x6702
Search Forms for Contract Professionals	AA/EEO Office <a href="http://www.uakron.edu/hr/EEOForms.php">http://www.uakron.edu/hr/EEOForms.php</a>	x7300
Search Forms for Staff Positions	Employment Services <a href="http://www.uakron.edu/hr/ESForms.php">http://www.uakron.edu/hr/ESForms.php</a>	x6834
Self-Service Online Related Training Topics	Training & Development Services <a href="http://www.uakron.edu/hr/hrtraining/index.php">http://www.uakron.edu/hr/hrtraining/index.php</a>	x7783
Temporary Requisition Form (TRF) - Staff	Employment Services <a href="http://www.uakron.edu/hr/docs/tempreqform.doc">http://www.uakron.edu/hr/docs/tempreqform.doc</a>	x8399