

The University of Akron

HR's Quick Reference List

Updated September 2006

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