



OneUSG Connect: Required Attachments

Ad Hoc Salary

Reason	Staff	Faculty
Market Adjustment	Consultation email indicating support	Accepted Offer/Notification Letter
Job Reclassification	Consultation email indicating support Talent Acquisition Background Clearance	Accepted Offer/Notification Letter Talent Acquisition Background Clearance
In Range Adjustment	Consultation email indicating support	Accepted Offer/Notification Letter
Equity Analysis	Consultation email indicating support	Accepted Offer/Notification Letter
Compression	Consultation email indicating support	Accepted Offer/Notification Letter

Promotion

	Staff	Faculty
Job Reclassification	<p>Consultation email indicating support</p> <p>Talent Acquisition Background Clearance</p>	<p>Accepted Offer/Notification Letter</p> <p>Talent Acquisition Background Clearance</p>

Demotion

	Staff	Faculty
Involuntary/Voluntary	<p>Consultation email indicating support</p> <p>Talent Acquisition Background Clearance</p>	<p>Accepted Offer/Notification Letter</p> <p>Talent Acquisition Background Clearance (if voluntary)</p>

Transfers

	Staff	Faculty
Begin Interim	Consultation email indicating support	Accepted Offer/Notification Letter Talent Acquisition Background Clearance (if more than one year)
Begin Acting	Consultation email indicating support	Accepted Offer/Notification Letter
End Interim	none	none
End Acting	none	none
Intra institutional	Consultation email indicating support	Accepted Offer/Notification Letter Talent Acquisition Background Clearance
Re-Org	TBD	TBD

Supplemental Pay – One Time

	Staff	Faculty
Critical Hire Incentive	GTHR Award Payment Form	GTHR Award Payment Form
Employee Award	GTHR Award Payment Form	GTHR Award Payment Form
Faculty Temp Assignment	n/a	One-Time Supplemental Pay Request Form
Research Subject Fee	n/a	One-Time Supplemental Pay Request Form
Staff Temp Assignment "not temp pay"	None; but include detailed information in comments	n/a
Student Temp Assignment	None; but include detailed information in comments	
Taxable Moving Expense	Relocation Payment Form and offer letter; must include from and to location in comments	Accepted Offer Letter and Relocation Repayment Agreement Form; location to/from in comments
Taxable Fringe	Send Excel spreadsheet to Payroll for load	

Supplemental Pay – Defined Term

	Staff	Faculty
Academic Admin Assignment	n/a	Accepted Offer/Notification Letter
Add't to Job Responsibility (formerly known as Temp Pay)	Justification in Comment	Accepted Offer/Notification Letter
Car Allowance	Offer Letter/Contract	Offer Letter/Contract
Housing Allowance	Offer Letter/Contract	Offer Letter/Contract
Part of Job Descriptions	Justification in Comments	Case-by-Case; contact FA
Addendum to Contract	Contract	One-Time or Defined-Term Payment Form
Overload	n/a	Temporary Teaching Overload Compensation Form

Retirement

	Staff	Faculty
Normal	Intent to Retire Letter	Intent to Retire Letter
Early	Intent to Retire Letter	Intent to Retire Letter
Disability	Approval letter from TRS, ERS or SSA	

Termination

	Staff	Faculty
Resignation	Resignation Letter	Resignation Letter

Position Add/Change

	Staff	Faculty
Dept Change	Re-Org Letter	
FTE Change		
Position Inactivated		
Position Reclassification		
Position Reactivated		
Re-Organization	Re-Org Letter	Re-Org Approval Memo
Position Data Update		
Job Description Update		
Reports To Update	Re-Org Letter	

Attachments and Comment Tips

- Attachments match the type of transaction
 - Example – Legal name
- Comments match the type of transaction
- Does not include visible names of other employees
- Departmental approvers and reviewers may also require certain attachments and comments. These are not included here but are subject to adhere to GTHR's policy.

	Incorrect	Correct
Transfer Interim Pay	G.P. Burdell is receiving interim pay while Jane Doe is out on FMLA due to Covid.	G.P. Burdell is receiving interim pay while covering a temporary assignment.
One Time Supplemental for Relocation	Relocation for Tom Brady	Tom Brady relocation from New England to Tampa Bay.
Student Ad Hoc for John Doe	A. Brown has decided to step down from the Head TA position to focus on graduation.	John Doe approved for salary increase.

Do not include Personal Identifying Information from Attachments and Notes in Workflow

- Sensitive Personal Identifying Information (PII) is defined as information that if lost, compromised, or disclosed could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. In general terms, it is any information that could be used by someone to conduct identity theft, blackmail, stalking, or other crimes against an individual.

Examples include:

- Social security numbers or taxpayer identification number
- Financial account number or credit card number
- Passport information, driver's license, immigration forms or patient identification number
- Healthcare related information
- Medical insurance information
- Student information
- Credit and debit card numbers
- Street address, email address or personal telephone numbers

A good rule of thumb: Only provide the minimum data required to support the action.