

HR OnBase Document Types and Keywords

	Background Check Release-Standard	Ethics Disclosures: Nepotism	Ethics Disclosures: Employment outside UA	I-9 & supporting docs	Previous Injury and Illness	Union Dues deductions	Terminated Employee File	TimeSheets
Doc Name(s)/Desc (per Doc Inventory)	Background Check- Authorization to Release Information (Standard new hire check)	Ethics Disclosure - Employment of Immediate Family Member Disclosure	Ethics Disclosure - Employment or Service Outside UA Disclosure	I-9 Birth Certificate- I-9 support Drivers License- I-9 support Other Supporting Docs for I-9 Passport- I-9 support SS Card- I-9 support Tribal Card- I-9 support Visa- I-9 support	Injury/Illness Form (Notice of Previous)	-Local 6070 Membership Dues or Fees Deduction -United Academics Dues or Agency Fee Deduction -United Academics Adjuncts AAUP/AFT Dues Deduction -UAFT Service Fee Deduction -IAFF L1324 Membership Dues -IAFF Voluntary PAC	Personnel File Payroll File	Timesheets
Doc type	HR Bkgrd Check Release Stand	HR Ethics_Nepotism	HR Ethics_Outside Employment	HR I9	HR Injury_illness	HR Union Dues	HR Termed File	HR Time Sheet
Keyword Fields	UAID	UAID	UAID	UAID	UAID	UAID	UAID	ReceivingCampus(MAU)
	ReceivingCampus(MAU)	ReceivingCampus(MAU)	ReceivingCampus(MAU)	ReceivingCampus(MAU)	ReceivingCampus(MAU)	ReceivingCampus(MAU)	ReceivingCampus(MAU)	Calendar Year
	Calendar Year	Calendar Year	Calendar Year	*I9 Date	Calendar Year	Effective Date	Termination Year	Pay Period
	DOB*	DOB*	DOB*	DOB*	DOB*	Union Code (UAFT, 6070, UNAC, UNAD, L1324D, L1324P)	DOB*	Name Last (Initial)
	NameLast*	NameLast*	NameLast*	NameLast*	NameLast*	DOB*	NameLast*	
	NameFirst *	NameFirst *	NameFirst *	NameFirst *	NameFirst *	NameLast*	NameFirst *	
	NameMiddle*	NameMiddle*	NameMiddle*	NameMiddle*	NameMiddle*	NameFirst *	NameMiddle*	
						NameMiddle*	NameLast Alt 1*	
						NameFirst Alt 1*		
						NameMiddle Alt 1*		
						NameLast Alt 2*		
						NameFirst Alt 2*		
						NameMiddle Alt 2*		