



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance

Administration of Finance Information Technology • 657-278-3737 • Fax 657-278-5599
 Document Management Center (DMC) • dmc@fullerton.edu • http://dmc.fullerton.edu/ • 657-278-2412

HRDI SONAR BATCH COVERSHEET (For Individuals)

A. EMPLOYEE INFORMATION <i>(please complete sections A, B, C or D)</i>	Staff	Faculty	Student	Volunteer	MPP	Staffing Agency	Other	New Hire	Re-Hire	Existing
	Employee First Name:		Employee Last Name:			CWID:				
B. BATCH INFORMATION								DMC Office Use Only		Date Received:
	PAGES:		PREPARED:			SCANNING COMPLETED:				
	Number of Pages:		Date Prepared:			Date Scanned:				
Number of Documents:		Prepared By Name:			Scanned By Name:					

COMMENTS:

C. SONAR BATCH <i>(please select one area below and fill-in corresponding columns/row(s))</i>	√ Select (1) Document/Area	√ Select (1) Sto	Enter Date of Document	√ Select (1) Form Name			
	SONAR	Active	Sep.	YYYYMMDD	Form Name		
Confidential Folder			YYYY: MM:	Appointment Change Request "Employee Signature Date" Custodian Back Assessment for New Hires			
			YYYY: MM:	Request for Confidential Address "Date of Request"			
			YYYY: MM:	Background Check "Date of Hire"			
			YYYY: MM:	Fingerprinting "Date of Hire"			
			YYYY: MM:	Employment History "Date of Hire"			
			YYYY: MM:	Reference Checks "Date of Hire"			
Personnel Folder							
Benefits			YYYY:				
Misc			YYYY:	Award "Presented Date" Executive Order 1083 "Signature Date"			
				Bachelor Degree IPA "Signature Date"			
				Certificate "Presented Date" License or Driver License "Date of Expiration"			
				COI Certificate "Date of Certificate" Master Degree			
				Copy Request "Just the Date" Memo "Date of Memo"			
				Degree "Presented Date" New EE Info Receipt "Date of Signature"			
				Disclosure Authorization "Date of Letter" Photo and Video Release Form			
				Education Action Stipend "Denial" SSA 1945 "Signature Date"			
				Ph.d, Ed.d, J.D. Transcripts			
Performance							
Position History				In-Range Progression	Reassignment	Perm	Temp
				Notification Memo to Employee	Notification Memo to Employee		
				Position Description (if applicable)	Position Description		
				PAN - Personnel Action Notification (if applicable)	Resume	PAN - Personnel Action Notification	
				Stipend	Separation		
				Notification Memo to Employee	Notice of Separation "Date of NOS"		
				PAN - Personnel Action Notification (if applicable)	Letter of Resignation "Date of NOS"		
				Reclassification	Appointment (MPP/Staff)	Perm	Temp
				Notification Memo to Employee	Application		
				Position Description	Appointment Letter "Date of Appointment"		
				PAN - Personnel Action Notification (if applicable)	Position Description		
					Requisition		
					Resume		
			Other				

D. HR OPERATIONS BATCH <i>(please select one area below and fill-in corresponding columns/row(s))</i>	√ Select (1) Document/Area	Year of Folder	√ Select (1) from Dropdown	√ Select (1) from Dropdown
	HR Operations (HRO)	YYYY	Folder Path	Folder Path / Form Name
Year				
Class.-Compensation Program	YYYY:			
Documents & Records	YYYY:			
Active				
Documents & Records	YYYY:			
Employment Program				