



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance

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HRDI SONAR BATCH COVERSHEET (For Multiple Individuals)

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

COMMENTS:

B. SONAR BATCH (please select one area below and fill-in corresponding columns/row(s))											
▼ Select (1) Document/Area		▼ Select (1) Sta		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:	MM:						
Misc				YYYY:	MM:	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				YYYY:	MM:						
Position History				YYYY:	MM:	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					

C. HR OPERATIONS BATCH (please select one area below and fill-in corresponding columns/row(s))											
▼ 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											