

PERSONNEL FILE TRANSMITTAL FORM

This transmittal memo and attached materials are to be hand carried to Human Resources, WA336.

Date: _____

To: Human Resources Office

From: _____

The following materials are attached and are to be inserted into the official personnel file for

_____.

Item #1: _____

Item #2: _____

Item #3: _____

For Article 22 items please identify for _____ fiscal year and check type of document below:

- | | |
|-------------------------|----------------------------|
| _____ Faculty Plan | _____ Revised Faculty Plan |
| _____ Annual Report | _____ Final Report |
| _____ Dean's Assessment | |

To be completed by HR staff

Date: _____

To: _____

From: _____
Human Resources

This is to confirm that the above referenced materials have been received and were filed in the official personnel folder for _____ on the following date:

_____.

If you have any questions, please call #2015.