

APPROVED by
HSE Directive No. 31.1-04/335
dated 19 April 2010

PROCEDURES
for Provision of Employment-Related Documents
to Employees of the State University Higher School of Economics

1. This document describes procedures for provision of employment-related documents to employees of the State University Higher School of Economics (hereinafter, HSE).

2. Employment-related documents include extracts from employment records, statements on duration of employment with the given employer, copies of appointment directives, directives on transfer to a different position, and others (hereinafter, the Documents).

3. Employment-related documents that do not contain any information about the employee's wages are collected from the Human Resources Office (and acknowledged by the employee's signature) on the day of the request from 14.00 to 18.00, Monday through Friday, provided that they have been requested via email (personal@hse.ru) no later than 13.00 on the same day. If there was no preliminary request, the documents are issued from 14.00 to 18.00, Monday through Friday, on a first come basis.

4. Employment-related documents that contain information about the employee's average monthly wage are collected from the Accounting Office on the day of request from 14.00 to 18.00, Monday through Friday, provided that they have been requested via email (marinak@hse.ru) no later than 13.00 on the same day. If there was no preliminary request, the documents are issued from 14.00 to 18.00, Monday through Friday, on a first come basis.

5. Documents translated into foreign languages (English, French) are to be certified by HSE International Academic Mobility Office within one day.

6. A template request for employment-related documents (Appendix 1, Appendix 2) is published on HSE website and can be collected personally from the corresponding office.

7. The request must include the name of the required document, number of copies, place of presentation and other additional information (for example duration of the vacation leave, period of holding a particular position, etc.). If copies of certain documents are requested, their attestation requirements must be specified (no attestation needed, stamped by the relevant office, certified by the authorized representative's signature and HSE official seal).

8. In exceptional circumstances the documents may be handed over to a third party employed by HSE; in this case, the employee whose documents are required must indicate the name and position of the representative authorised to obtain the documents



on the last line of the request form. The documents are handed over to the authorised representative (and acknowledged by his/her signature) in exchange of the signed original request.

9. If the documents must be drawn up using templates of an organization where they will be presented, the templates must be provided by the employee to the relevant office from 14.00 to 18.00, Monday through Friday.

10. Any breach of deadlines or procedures for provision of employment-related documents should be reported to the Director for Administrative Affairs (nmkondrashova@hse.ru) or, in case of her/his absence, to a deputy, or on the forum.

11. Any breach of deadlines or procedures for provision of employment-related documents containing information about the wages should be reported to the Director for Financial Affairs (eyudina@hse.ru) or, in case of her/his absence, to a deputy, or on the forum.

- Appendix:
1. Standard request for provision of employment-related documents (one copy on one page).
 2. Standard request for provision of employment-related documents containing information about the wages (one copy on one page).