A unit’s checklist is a list of current academic staff and is used to determine who must complete the RNUA. The checklists are created using Banner data, based on employees’ home organization codes, and are available on a secure website.

1. **Decide whether to use department-level organization code or sub-department organization code.**

   When generating the checklists you may use your 3-digit department-level organization code to get a single checklist for an entire unit. Or, you may prefer to use your 6-digit sub-department organization codes to group employees according to their sub-units, and get a separate checklist for each sub-unit.

2. **Access and review your department’s checklist.**

   Departments retrieve their checklists from a secure website. You may select your college and unit from drop-down menus, or enter the department or sub-department code directly. You may request checklists in Excel *(recommended)* or HTML formats.

   - Go to the RNUA department checklist page, using the link provided at [https://www.s.dmi.illinois.edu/rnua/](https://www.s.dmi.illinois.edu/rnua/)
   - Login with Bluestem. The system will ask for your netID and password.
   - Request checklists by entering the 3-digit or 6-digit codes by using the drop-down menus:
     - First, select a college unit.
     - Next, select a unit in the college.
   - Select either Excel or HTML to generate the checklist. We recommend Excel, especially if you have many employees in your unit or new hires that may not be listed on the checklist. The Excel format allows you to add additional lines for employees not listed on the spreadsheet. The HTML version is provided as an alternative.
   - Some employees have paid joint appointments in more than one unit. Lists are available of (1) other appointments held by employees on your checklist and (2) appointees in your unit whose home department is elsewhere.
   - You can obtain these lists with the “Retrieve two lists” button found on the same page on which you selected the Excel or HTML format. This is also indicated in the last column of the checklist.
   - After retrieving the checklist, review it and update it as needed by adding or crossing off (but not obliterating or deleting) employees’ names.