Employee Transaction Form

Requisition # _____

California State University, Los Angeles

1. ☐ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA | **2. PeopleSoft Employee ID No.** | **3. Legal Name (Last, First, Middle)**

4. Job Code Description (Classification)	5. Department	6. Dept. Code	7. School Code	8. Work Location Abbreviation

9. Collective Bargaining Unit (check box) ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐11 ☐13 ☐C99 ☐E99 ☐M80 ☐M98

10. Working Title | **11. Supervisor & Extension**

12. Other Current Employment *(including Cal State L.A.)* ☐ Teaching ☐ Non-Teaching

13. Any Previous CSU Employment? ☐ Yes ☐ No

14. Institution where highest degree earned

Degree	Month	Year

15. Doctorate Expected

Date: **Institution:**

16. Position					Time Base		17. Concurrent Position					Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	PS Position #	Unit	Job Code	Grade	Rec	Hours	Units

18. Chart Fields				19. Concurrent Chart Fields			
Account:	Fund:	Dept. ID:	Program:	Account:	Fund:	Dept. ID:	Program:

20. Action/Reason ☐ Academic Year ☐ Retired Annuitant ☐ 12-Month ☐ 10-Month

☐ F 20 ____ ☐ W 20 ____ ☐ Sp 20 ____ ☐ Su 20 ____

OR

Effective Date

Month	Day	Year

Expires on or Before

Month	Day	Year

☐ Hire/Rehire (If faculty, check below)
- ☐ FERP
- ☐ Part-Time
- ☐ Teaching
- ☐ Graduate Assistant
- ☐ Full-time Temp.
- ☐ Probation

☐ Contract
☐ Promotion
☐ Reassignment (Transfer)
☐ Return from Reassignment
☐ Change in Units/Hours
From: _____ To: _____
☐ Extension of Temporary Appointment
☐ Internal Position No. Change Only
☐ Other (Indicate in "Remarks" box)

☐ Suspension
☐ Demotion
☐ Reclassification
☐ Reinstatement
☐ Placing on Leave ☐ Extension on Leave

☐ IDL ☐ IDL w/ Supplementation ☐ WOP
☐ NDI ☐ TD ☐ TD w/ Supplementation
☐ Military Leave ☐ Family Medical Leave
☐ Parental Leave ☐ Administrative Leave
☐ Return from Leave

☐ Selected for Announced Position
☐ Change from temporary to permanent appointment
☐ Eligible for benefits (Must enroll within 60 days)
☐ Credit given toward probationary period

(Last Day Physically Worked

Month	Day	Year

(Payroll Return Date)

Month	Day	Year

21. Compensation Rate

	Base	Actual	
$			☐ Month ☐ Unit ☐ Day ☐ Quarter ☐ Hour
	Concurrent Position		
$			Step ☐

22. Work Schedule
☐ No Change ☐ 5/40 ☐ 4/40
☐ Other: _____
Work Days/Hours:

23. Leave Conditions (Academic Only)
☐ SSI Credit ☐ Sabbatical Accrual
☐ Tenure Credit
☐ Sabbatical: ☐ 1 Qtr. - Full Pay ☐ 2 Qtr. - 3/4 Pay ☐ 3 Qtr. - 1/2 Pay
Difference in Pay:
☐ 1 Qtr. ☐ 2 Qtr. ☐ 3 Qtr. ☐ Other
Earliest date for Sabbatical Eligibility:

Month	Day	Year

Remarks:

Department Head		Date
Dean/Director		Date
Fiscal Officer		Date
Executive Officer		Date
Human Resources Management		Date
Career Center	Financial Aid	Date

24. Tenure Status

On Probation, no probation or permanent status in another class:
(A) ☐ 1 Year **(A)** ☐ 2 Years

On Probation, probationary in another class:
(B) ☐ 1 Year **(B)** ☐ 2 Years

On Probation, permanent/tenured in another class:
(C) ☐ 1 Year **(C)** ☐ 2 Years
(D) ☐ Probation, Partial Waiver
(E) ☐ On probation, following LWOP, W/C, IDL or NDI
(I) ☐ Permanent/Tenured
(J) ☐ Permanent/Total Waiver

☐ No Change
☐ Tenure Credit ☐ 1 Yr. ☐ 2 Yrs.
☐ Tenure Not Applicable

Not Eligible for Permanent Status:
(N) ☐ Temporary
(N) ☐ Less than full-time
(N) ☐ Positive Attendance
(N) ☐ Management Personnel Plan
(P) ☐ Probationary/tenure in another class, none this class
(Q) ☐ Permanent/tenure in another class, none this class

25. Service-based Salary Increase

Month	Year

☐ No Change ☐ Not Applicable

26. PeopleSoft Entry
Action: _____
Reason: Initials:

27. Prob. Period Ending Date

Month	Day	Year

☐ No Change ☐ Not Applicable

28. Professional License/Certificate

Code	Expiration Date Month	Day	Year

29. FLSA Status: ☐ Exempt ☐ Non-Exempt

Payroll Use: Initial: Date:

30. This Document Prepared By: Extension: