

Employee Transaction Form

Requisition #: _____

California State University, Los Angeles

1. Faculty Staff MPP	Student TA GA	2. Rehired Annuitant? Yes <input type="checkbox"/> No <input type="checkbox"/>	3. PeopleSoft Employee ID No.	4. Legal Name (Last, First, Middle)	WHRMET(06/2019)
5. Job Classification Description			6. Department		7. College/Division
8. Working Title				9. Supervisor & Extension & Email	
10. Other Current CSU/Auxiliary Employment (including Cal State LA)? ASI <input type="checkbox"/> UAS <input type="checkbox"/> USU <input type="checkbox"/>				11. Enrolled Units for the Term of Employment	
Contact department/college/division resource manager for the position and chart field information					
12. Position			Time Base		13. Concurrent Position
PS Position #	Unit	Job Code	Grade	Rec	PS Position #
14. Position Chart Field			15. Concurrent Position Chart Field		
Account:	Fund:	Dept. ID:	Program:	Account:	Fund:
16. Appointment Dates			17. Action/Reason		18. Compensation Rate
10-Month* *Indicate months off in box 20. "Remarks"			Hire <input type="checkbox"/> Rehire <input type="checkbox"/>		Month Day Hour Unit Semester
11-Month*			Contract <input type="checkbox"/> Position Change <input type="checkbox"/>		
12-Month			Promotion		
Academic Year 20 ____/20 ____			Reassignment (Transfer)		
Fall 20 ____ Winter 20 ____			Return from Reassignment		
Spring 20 ____ Summer 20 ____			Change in Units/Hours From: ____ To: ____		
Extension of Temporary Appointment			Internal Position Number Change Only		
Other (Indicate in "Remarks" box)					
Effective Date			19. Work Schedule		20. Remarks:
Month	Day	Year	No Change		
			5/40		
			4/40		
			Other: _____		
Expires on or Before			Work Days/Hours:		
Month	Day	Year			
21. Prepared By & Ext & Email					
22. Action/Reason					
<input type="checkbox"/> Selected for announced position					
<input type="checkbox"/> Change from temporary to permanent appointment					
<input type="checkbox"/> Eligible for benefits (Must enroll within 60 days)					
<input type="checkbox"/> Reclassification					
<input type="checkbox"/> Demotion					
<input type="checkbox"/> Suspension					
<input type="checkbox"/> Reinstatement					
<input type="checkbox"/> Placing on Leave					
<input type="checkbox"/> Extension of Leave					
<input type="checkbox"/> Administrative Leave					
<input type="checkbox"/> Return from Leave					
23. Academic Leave Conditions					
<input type="checkbox"/> SSI Credit					
<input type="checkbox"/> Tenure Credit					
<input type="checkbox"/> Sabbatical Accrual					
<input type="checkbox"/> Sabbatical					
<input type="checkbox"/> 1 Semester - Full Pay					
<input type="checkbox"/> 2 Semesters - Half Pay					
<input type="checkbox"/> Difference in Pay					
<input type="checkbox"/> 1 Semester					
<input type="checkbox"/> 2 Semesters					
New Sabbatical/DIP Eligibility Date					
Month Year					
<input type="checkbox"/> Other: _____					
24. Permanent/Tenure Status					
<input type="checkbox"/> On probation, no probation, or permanent status in another classification					
(A) <input type="checkbox"/> 1 Year (A) <input type="checkbox"/> 2 Years					
<input type="checkbox"/> On probation, probationary in another classification:					
(B) <input type="checkbox"/> 1 Year (B) <input type="checkbox"/> 2 Years					
<input type="checkbox"/> On probation, permanent/tenured in another classification:					
(C) <input type="checkbox"/> 1 Year (C) <input type="checkbox"/> 2 Years					
(D) <input type="checkbox"/> Probation, partial waiver					
(E) <input type="checkbox"/> On probation, following LWOP, W/C, IDL, or NDI					
(I) <input type="checkbox"/> Permanent/tenured					
(J) <input type="checkbox"/> Permanent/total waiver					
<input type="checkbox"/> Not Eligible for Permanent Status:					
(N) <input type="checkbox"/> Temporary					
(N) <input type="checkbox"/> Less than full-time					
(N) <input type="checkbox"/> Positive attendance					
(N) <input type="checkbox"/> Management Personnel Plan					
(P) <input type="checkbox"/> Probationary in another classification, none this classification					
(Q) <input type="checkbox"/> Permanent/tenured in another classification, none this classification					
25. Probation Period End Date					
Month Day Year					
<input type="checkbox"/> No Change <input type="checkbox"/> Not Applicable					
26. PeopleSoft Entry					
Action: _____					
Reason: _____					
Initials: _____ Date: _____					
27. Payroll Use:					
Initials: _____ Date: _____					