

# Employee Transaction Form

Requisition #: \_\_\_\_\_

California State University, Los Angeles

<b>1. Faculty Staff MPP</b>	<b>Student TA GA</b>	<b>2. Rehired Annuitant?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>3. PeopleSoft Employee ID No.</b>	<b>4. Legal Name (Last, First, Middle)</b>
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<b>5. Job Classification Description</b>	<b>6. Department</b>	<b>7. College/Division</b>
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<b>8. Working Title</b>	<b>9. Supervisor &amp; Extension &amp; Email</b>
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<b>10. Other Current CSU/Auxiliary Employment (including Cal State LA)?</b> ASI <input type="checkbox"/> UAS <input type="checkbox"/> USU <input type="checkbox"/>	<b>11. Enrolled Units for the Term of Employment</b>
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**\*\*Contact department/college/division resource manager for the position and chart field information\*\***

<b>12. Position</b>					<b>Time Base</b>		<b>13. Concurrent Position</b>					<b>Time Base</b>	
<b>PS Position #</b>	<b>Unit</b>	<b>Job Code</b>	<b>Grade</b>	<b>Rec</b>	<b>Hours</b>	<b>Units</b>	<b>PS Position #</b>	<b>Unit</b>	<b>Job Code</b>	<b>Grade</b>	<b>Rec</b>	<b>Hours</b>	<b>Units</b>

<b>14. Position Chart Field</b>				<b>15. Concurrent Position Chart Field</b>			
<b>Account:</b>	<b>Fund:</b>	<b>Dept. ID:</b>	<b>Program:</b>	<b>Account:</b>	<b>Fund:</b>	<b>Dept. ID:</b>	<b>Program:</b>

**16. Appointment Dates**

10-Month\*      \*Indicate months off in  
 11-Month\*      box 20. "Remarks"  
 12-Month  
 Academic Year 20 \_\_\_\_/20\_\_\_\_  
 Fall 20 \_\_\_\_  
 Spring 20 \_\_\_\_

**Effective Date**

Month	Day	Year
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**Expires on or Before**

Month	Day	Year
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**17. Action/Reason**

Hire  Rehire   
 Contract  
 Promotion  
 Reassignment (Transfer)  
 Return from Reassignment  
 Change in Units/Hours      **From:** \_\_\_\_ **To:** \_\_\_\_  
 Extension of Temporary Appointment  
 Internal Position Number Change Only  
 Other (Indicate in "Remarks" box)

**18. Compensation Rate**

<b>Base</b>	<b>Actual</b>	
\$ [ ]	\$ [ ]	Month
		Day
		Hour
		Unit
		Semester

**Concurrent Position**

\$ [ ]	\$ [ ]	<b>Step:</b> [ ]
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**19. Work Schedule**

No Change  
 5/40  
 4/40  
 Other: \_\_\_\_\_

**Work Days/Hours:**

**20. Remarks:**

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**21. Prepared By & Ext & Email**

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

**HRM USE ONLY**

**22. Action/Reason**

Selected for announced position  
 Change from temporary to permanent appointment  
 Eligible for benefits (Must enroll within 60 days)  
 Reclassification  
 Demotion  
 Suspension  
 Reinstatement  
 Placing on Leave  
 Extension of Leave  
 Administrative Leave  
 Return from Leave

<b>Last Day</b>	<b>Physically Worked</b>	<b>Payroll Return Date</b>

**23. Academic Leave Conditions**

SSI Credit  
 Tenure Credit  
 Sabbatical Accrual

**Sabbatical**

1 Semester - Full Pay  
 2 Semesters - Half Pay

**Difference in Pay**

1 Semester  
 2 Semesters

**New Sabbatical/DIP Eligibility Date**

Month	Year
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**Other:** \_\_\_\_\_

**24. Permanent/Tenure Status**

On probation, no probation, or permanent status in another classification  
 (A)  1 Year      (A)  2 Years

On probation, probationary in another classification:  
 (B)  1 Year      (B)  2 Years

On probation, permanent/tenured in another classification:  
 (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

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

**25. Probation Period End Date**

Month	Day	Year
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No Change       Not Applicable

**26. PeopleSoft Entry**

Action: \_\_\_\_\_

Reason: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**27. Payroll Use:**

Initials: \_\_\_\_\_ Date: \_\_\_\_\_