Faculty Affairs Review Process

for ETF Transactions (Guide)

❖ Purpose of this guide

This guide has been designed to illustrate the fields that are required to be completed for the various types of ETF's that relate to faculty appointments. Although you may have filled in information in the past for the fields that are indicated as "Leave Blank" going forward we ask you to leave them blank to expedite the review process. Please follow the examples that are imbedded.

Table of Content

•	(NEW) Full-time Department Chair Appointment	pg. 2-5
•	(NEW) Split Department Chair Appointment	pg. 5-7
•	(Interim/Acting) Split-Department Chair Appointment	pg. 8-10
•	FERP Appointment	pg. 11-13
•	NEW T-TT Appointment	pg. 14-17
•	Sabbatical/DIP Leave Appointment	pg. 18-20
•	Return from SABB/DIP Leave	pg. 21-23
•	Personal/Professional Leave of Absence	pg. 24-26
•	Partial PER/PRO Leave of Absence	pg. 27-29
•	Return from PER/PRO Leave of Absence	pg. 30-32
•	<u>Promotion</u>	pg. 33-35
•	Range Elevation-Lecturers	pg. 36-38

(NEW) Full-time Department Chair Appointment

- ✓ Check that all fields are filled out for #1-21
 - #1. TYPE:
 - ♣ Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - **↓** CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - Enter: 2481- Department Chair 12 month or 2482- Department Chair- AY
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - Enter: College/Division that the faculty are being paid from
 - #8. Working Title:
 - ♣ Enter: Department Chair 12 month or Department Chair AY
 - #9. Enter: Supervisor & Extension:
 - ♣ Fill in
 - #10 & 11. Other employment:
 - Leave Blank
 - #12-15: Position:
 - **4** #12&14
 - PS Position Number- Must be tied to dept/unit/job code.
 - ♣ Unit- unit position number is tied to
 - ♣ Job Code- enter 2481 or 2482
 - ♣ Grade- same as 2360- Instr Fac AY grade
 - Record number- Leave Blank
 - ♣ Time Base- Units or hours units assigned
 - #13&15: Concurrent Position:
 - Leave Blank
 - #16 21. Appointment Dates:
 - # #16 Effective Date ONLY
 - # Effective Date: Start of appointment
 - **★** Expires on or Before: <u>LEAVE BLANK</u>

	<u>ective D</u>	ate								
M∳nth	Day	Year								
8	19	25								
Expires on or Before										
Expire	s on or l	Before								
Expire Month		Before Year								

- #17. Action/Reason:
 - Leave Blank
- #18. Enter Compensation Rate:
 - ♣ Base- NEW Chair Base Pay (located in chair calculator)
 - ♣ Actual- Leave Blank
 - **♣** Select Month



- # #19. Work schedule
 - Leave Blank
- # #20. Remarks
 - Should be written in this way-

20. Remarks: NEW Dept Chair; 3YR TERM, including \$160.00 stipend amount. 3YR TERM Start and End date 8/19/2025 to End Date 5/27/2028

- #21. Document prepared by:
 - Fill in

Department Chair Appointment

Clear form	Pri	nt	Emp	olo	yee	Tra	nsact	ion	For	m R	equisiti	on #:_		
A Decision D	Ob. doub						versity, Los							
1. Faculty Staff				3. P			*	4. Lega	i Name (i	Last, First, M				
☐ MPP ☐ (010101010 Bon, Joy										
5. Job Classificat			6. Depa	rtmen					7. 0	College/Divis				
2481- De	pt Chair 12	2 mo.			,	Sociolo	gy				NSS	/AA		
8. Working Title								9. Supe	rvisor &	Extension				
	De	epartmen	t Chair 12	2 mon	th					Minni Mo	use, 36	789		
							? 11. Tuskii		le e ne de i ed			D	a Mank	N Year
	Contact	t departm	ent/colleg	e/divi						hart field in	formatio	n		
12. Position	Hait	Job Cod	e Grade	Rec	Time Hours	Base Units	13. Concur PS Posit		ition Unit	Job Code	Grade	Rec	Time Hours	Base Units
	PS Position # Unit Job C 0000xxxx				nours	15	P3 P0SIC	.1011 #	Onic	Job Code	Graue	Rec	nours	Offics
	1. Position Chart Field					10	45.0		61					
Account:	rt Field Fund	l:	Dept. ID	.	Progr	am:	15. Concur	rent Pos	sition Cha	art Field				
XXXXX	XXXX		XXXXX											
	1		47.4.1	/ D					18. C	ompensatio	n Rate			
													✓ Mo	
										Base	Act	tual	☐ Da ^r	
									\$	14000	\$		Un	
									▊▎▗▃	Concurre	ıt <u>Positi</u>	on	1	
									\$		\$		Step:	
Effect	tive Date	_					Α,			,	T		осор.	
Month	Day Yea	r	10 Work	Schoo	ulo		. Remarks:							
8	19 25									M, including				
Expires of	on or Before					3Y	KIEKMS	start an	a Ena d	ate 8/19/20	25 to E	nd Da	te 5/2//	2028
Month	Day Year	r												
						21	. This Docu	ment Pre	epared B	y Dona	ald Duc	k	Ext: 3	35785
		LIDM III	E ONLY						_					

- ✓ ETF
- ✓ Offer Letter signed with FA approval
- ✓ Dept Chair calculator (Excel calculator- safe as PDF)
- > Questions, please contact your Resource Manager or Administrator.

^{*}Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

(NEW) Split-Department Chair Appointment

- ✓ Check that all fields are filled out for #1-21
 - #1. TYPE:
 - ♣ Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - **↓** CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - #5. Job Classification Description:
 - ♣ Enter: 2481- Department Chair 12 month or 2482- Department Chair- AY
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title:
 - ♣ Enter: Department Chair 12 month or Department Chair-AY
 - #9. Enter Supervisor & Extension:
 - ♣ Fill in
 - #10 & 11. Other Employment:
 - Leave Blank
 - #12-15: Position:
 - #12&14: (Department Chair Line)
 - ♣ POS Number- Must be an active number
 - ♣ Unit- unit position number is tied to
 - ♣ Job Code- enter 2481 or 2482
 - Grade- same as 2360- Instr Fac AY grade
 - Record number- Leave Blank
 - Time Base- UNITS or Hours units assigned to dept chair
 - #13&15: Concurrent Position (Faculty Line):
 - POS Number- current faculty pos number
 - ♣ Unit- unit pos# is tied to
 - **♣** Job Code- **2360 or 2361**
 - Grade- current grade in PeopleSoft
 - Record- leave blank
 - Time base- Units assigned for faculty line
 - #16 21: Appointment Dates:

- # #16 Enter effective date ONLY
 - ♣ Effective Date: Start of appointment
 - **♣** Expires on or Before: LEAVE BLANK

Effective Date												
M∳nth Day Year												
8	19	25										
Expires on or Before												
Expire	s on or l	Before										
Expire Month		Before Year										

- # #17. Action/Reason:
 - Leave Blank
- #18. Enter Compensation Rate:
 - ♣ Base- NEW Chair Base Pay (located in chair calculator)
 - ♣ Concurrent Rate- enter Instructional Faculty base rate



- **♣** Select Month
- # #19. Work schedule:
 - Leave Blank
- **4** #20. Remarks:
 - ♣ Should be written in this way-

20. Remarks: NEW Dept Chair; 3YR TERM, including \$160.00 stipend amount. 3YR TERM Start and End date 8/19/2025 to End Date 5/27/2028

- #21. Document prepared by:
 - Fill in

Department Chair Split Appointment

Clear form	Priı	nt	Emr	olov	/ee	Tra	nsact	ion	Forr	n 。	Dept Cl	nair		
				Cali	i fornia S	tate Uni	iversity, Los	Angele	s	Snli	it Annoi		nt	
1. ☐ Faculty ☐ St				3. Pe			yee ID No.	4. Lega	l Name (L	ast, riis y m	idale, i			
■ MPP ■ GA	A					010101	0				n, Joy			
5. Job Classification			6. Depa	rtmen				7. C	ollege/Divis					
2481- Dep	t Chair 12	2 mo.			,	Sociolo	gy				NSS/AA			
8. Working Title								9. Supe	ervisor & E					
	De	partment (Chair 12 month Minni Mouse, 36789											
							1			·				
	Contact	departmer	nt/colleg	e/divi						nart field in	formation	+		
12. Position PS Position #	Unit	Job Code	Grade	Rec	Time Hours	Base Units	13. Concur PS Posit		sition Unit	Job Code	Grade Rec	Time Hours	Base Units	
0000xxxx	XXX	2481	5	Rec	Hours	7.5	0000x		XXX	2360	Grade Rec	liours	7.5	
14. Position Chart	Field						15. Concur	rent Po	sition Cha	rt Field				
Account:	Fund	:	Dept. ID		Progr	am:	Accour	nt:	Fund	: 1	Dept. ID:	Progr	am:	
XXXXX	XXXX	X	XXXXX			xxxxx			XX XXXX XXXXX					
Effectiv Month Da 8 1 Expires on	y Year 9 25 or Before		O Work			20 NE			\$ \$ \$	9548 1, including	Actual Actual Position \$ 160.00 sti 25 to End D		ur t nester	
		<u> </u>				21	. This Docu	ment Pr	epared By	Dona	ald Duck	Ext: 3	5785	

- ✓ ETF
- ✓ Offer Letter signed with FA approval
- ✓ Dept Chair calculator (Excel calculator- safe as PDF)
- > Questions, please contact your Resource Manager or Administrator.

^{*}Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

(Interim/Acting) Split-Department Chair Appointment

- ✓ Check that all fields are filled out for #1-21
 - #1. TYPE:
 - ♣ Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ♣ Enter: 2481- Department Chair 12 month or 2482- Department Chair- AY
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title:
 - ♣ Enter: Department Chair 12 month or Department Chair-AY
 - #9. Enter Supervisor & Extension:
 - ♣ Fill in
 - #10 & 11. Other Employment:
 - Leave Blank
 - #12-15: Position:
 - #12&14: (Department Chair Line)
 - ♣ POS Number- Must be an active number
 - ♣ Unit- unit position number is tied to
 - ♣ Job Code- enter 2481 or 2482
 - Grade- same as 2360- Instr Fac AY grade
 - Record number- Leave Blank
 - Time Base- UNITS or Hours units assigned to dept chair
 - #13&15: Concurrent Position (Faculty Line):
 - **♣** POS Number- current faculty pos number
 - ♣ Unit- unit pos# is tied to
 - **♣** Job Code- **2360 or 2361**
 - ♣ Grade- current grade in PeopleSoft
 - Record- leave blank
 - Time base- Units assigned for faculty line
 - #16 21: Appointment Dates:

- # #16 Enter both Effective Date and Expires on or Before
 - ♣ Effective Date: Start of appointment
 - Expires on or Before: end date of appointment



- # #17. Action/Reason:
 - Leave Blank
- #18. Enter Compensation Rate:
 - Base- NEW Chair Base Pay (located in chair calculator)
 - ♣ Concurrent Rate- enter Instructional Faculty base rate



- ♣ Select Month
- # #19. Work schedule:
 - Leave Blank
- **#** #20. Remarks:
 - ♣ Should be written in this way-



- #21. Document prepared by:
 - Fill in

Interim Department Chair Split Appointment

Clear form	Prir	nt	Fmr	olo	vee	Tra	nsact	ion	Forr	n .				
					•		versity, Los			•• к	equisitio	on #:_		
1. Faculty St					eopleSof	t Emplo	yee ID No.			ast, First, M	liddle)			
■ MPP ■ GA	A				01	010101	0			Bor	n, Joy			
5. Job Classification			6. Depa	6. Department 7. College/Division										
2481- Dept	t Chair 12	mo.				Sociolo	gy				NSS	/AA		
8. Working Title	_		O					9. Supe	rvisor & E		000			
	De	partment	Chair 12	mon	th					Minni Mo	use, 36	789		
							11.							
12. Position	**Contact	departme	nt/colleg	e/divi	sion reso Time		anager for t 13. Concur			hart field in	formatio	n**	T:	Base
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	PS Posit		Unit	Job Code	Grade	Rec	Hours	Units
0000xxxx	xxx	2481	5			7.5	0000x	XXX	xxx	2360				7.5
14. Position Chart			D . YD				15. Concur		sition Cha Fund					
Account: XXXXX	Fund		Dept. ID				Accour XXXXX	XXXXX XXXX			Dept. ID XXXXX		Progi	ram:
Spring 20 Effective Month Day 8 1 Expires on Month Day 12 2	Year 9 25 or Before ay Year					NE	. Remarks: EW Interim nount.	Dept C	\$ \$	Base 14000 Concurrer 9548	Act \$ nt Positio \$		Step:	y ur it mester
.2		_				21	. This Docui	ment Pr	epared By	Dona	ald Ducl	k	Ext: 3	35785

- ✓ ETF
- ✓ Offer Letter signed with FA approval
- ✓ Dept Chair calculator (Excel calculator- safe as PDF)
- > Questions, please contact your Resource Manager or Administrator.

^{*}Black out fields need to be blank (do not insert black boxes) on the actual ETF.

^{**} This interim appointment could be a semester ONLY or Academic Year ONLY.

FERP Appointment

- ✓ Check that all fields are filled out for #1-21
 - #1. TYPE:
 - ♣ Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ♣ Enter: 2360 Instr Fac AY
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title:
 - ♣ Enter: Instr Fac AY FERP
 - #9. Enter Supervisor & Extension:
 - ♣ Fill in
 - #10 & 11: Other employment
 - Leave Blank
 - #12-15: Position:
 - **4** #12&14:
 - ♣ POS Number- Must be an active number
 - ♣ Unit- unit position number is tied to
 - ♣ Job Code- enter 2360 or 2361
 - ♣ Grade- current grade in PeopleSoft
 - Record number- Leave Blank
 - ♣ Time Base- UNITS units assigned
 - #13&15: Concurrent Position:
 - Leave Blank
 - #16 21: Appointment Dates:
 - # #16. Enter appointment dates ONLY
 - Effective Date: Start of appointment
 - Effective on or Before: End date of appointment.



FALL



Academic Year



SPRING

- # #17. Action/Reason:
 - ♣ Leave Blank
- # #18. Compensation:
 - **♣ Base-** Enter **Actual**: Leave Blank
 - ♣ Select Month
- # #19. Work schedule:
 - Leave Blank
- **#** #20. Remarks:
 - ♣ Should be written in this way-

```
20. Remarks:
FERP;
ENGL 2710-01 (3 units)
ENGL 2310-02 (3 units)
```

- #21. Document prepared by:
 - ♣ Fill in

FERP Appointment

Clear form	Pri	nt	Emp	Cal	ifornia S	tate Uni	versity, Los		Appointment		
1. Faculty St	А г			3. P		t Emplo	•	4. Legal Na	ame (Last, First, Middle) Smith, Joe		
5. Job Classification	on Descript		6. Depa	rtmen	t	Englis	h	•	7. College/Division		
8. Working Title	ISII FAC A	.1				Eligiis		9. Supervis	sor & Extension		
		Instr Fac	AY - FE	RP					name/3-xxxx		
10							? 11.		hr.		
12. Position	**Contact	departme	nt/colleg	e/divi		ource ma		the position	and chart field information**		
PS Position # 0000xxxx	Unit XXX	Job Code 2360	Grade 5	Rec	Hours	Units 6					
14. Position Chart					15. Concurrent Position Chart Field Program:						
Account: XXXXX	Fund XXXX		Dept. ID		Progr	am:					
Month D 8 1 Expires or Month D	ve Date ay Year 9 xx 1 or Before ay Year		17. Action	indicat	ce in kem	FE EN	. Remarks: ERP; NGL 2710-	-01 (3 units			
12 x	XX XX	_				21	. This Docu	ment Prepa	red By Ext:		

- ✓ ETF
- ✓ Faculty Early Retirement Program (FERP) Form
- ✓ Appointment Letter
- ✓ SU6
- Note: If the FERP is spread over two semesters please submit ONE ETF for the entire academic year with ONE appointment letter.
 - ➤ Questions, please contact your Resource Manager or Administrator.

^{*}Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

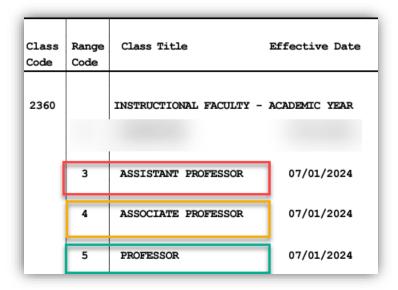
NEW T-TT Appointment

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - ♣ Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - ♣ CIN Blank, will get generated when HRM process ETF
 - #4. Legal Name:
 - Legal name should be the same as the Official Transcripts or PageUP Application
 - #5. Job Classification Description:
 - ♣ Enter: 2360 Instr Fac AY
 - #6. Department:
 - Later: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title:
 - ♣ Enter: Assistant Professor, Associate Professor or Professor (refer to the appointment letter or recruitment)
 - #9. Enter Supervisor & Extension:
 - ♣ Fill in
 - #10. Other employment:
 - Leave Blank
 - #11. Institution where highest degree earned:
 - Enter: Institution where highest degree earned
 - ♣ Enter: Degree (ex: Ph.D, MFA, ect)
 - ♣ Enter: Month & Year degree as conferred

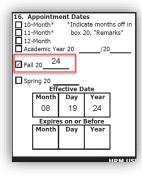
11. Institution where highest degree earned	Degree	Month	Year
University of Florida	Ph.D.	80	21

- #12-15: Position:
 - **4** #12&14
 - ♣ POS Number- Must be an active number
 - ♣ Unit- unit position number is tied to
 - **♣** Job Code- enter **2360 or 2361**

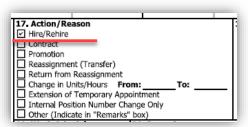
♣ Grade- according to the salary schedule



- Record number- Leave Blank
- ♣ Time Base: UNITS or Hours units assigned
- #13&15: Concurrent Position:
 - Leave Blank
- #16 21: Appointment Dates:
 - # #16 Enter appointment dates: Effective date ONLY
 - Select: Fall or Spring
 - **♣** Effective Date: Start of appointment



- # #17. Action/Reason:
 - ♣ Select: HIRE/REHIRE



- # #18. Compensation:
 - **♣** Enter: Base
 - **♣** Select Month
- #19. Work Schedule:
 - Leave Blank
- # #20. Remarks:
 - ♣ Should be entered as-

```
20. Remarks:
Initial 2-YR Probationary appointment
2 yr of service credit
```

NOTE: If they are ABD then please enter it in the remarks comments as well.

- #21. Documents prepared by:
 - ♣ Fill in

New T-TT Appointment

Clear form Print	Employee Transact	
1. ✓ Faculty Student 2.		4. Legal Name (Last, First, Middle)
☐ Staff ☐ TA ☐ MPP ☐ GA		Lopez, Lacey
5. Job Classification Description	6. Department	7. College/Division
2360 Instructional Faculty	Sociology	NSS/AA
8. Working Title		9. Supervisor & Extension
	t Professor	Minni Mouse, 36789
10 Other Current CSU/Auxilian/Emple	11. Instit	tution where highest degree earned Degree Month Year
		University of California Ph.D 5 21
Contact department 12. Position	nt/college/division resource manager for t Time Base 13. Concur	he position and chart field information Time Base
PS Position # Unit Job Code		ion # Unit lab Code Crade Dec Herre Units
0000xxxx xxx 2360	3 15	
14. Position Chart Field		rent Position Chart Field
Account: Fund: XXXXX XXXXX	Dept. ID: Program: XXXXX	
	17. Action/Reason	18. Compensation Rate
☐ Fall 20 24 Spring 20 Effective Date	☐ Hire/Rehire ☐ Contract ☐ Promotion ☐ Reassignment (Transfer) ☐ Return from Reassignment ☐ Change in Units/Hours From: ☐ Extension of Temporary Appointment ☐ Internal Position Number Change Only ☐ Other (Indicate in "Remarks" box) ☐ 120. Remarks:	Base Actual Actual Survey our our nit emester
8 19 24 Expires on or Before Month Day Year	Intial 2-YR P *2YR Service	
	21. This Docu	ment Prepared By Donald Duck Ext: 35785

- ✓ ETF
- ✓ Signed Appointment Letter
- ✓ Dean's Reference check(s)
- ✓ CHRS/Page Up Application
- ✓ CV
- ✓ Final official transcripts or a US equivalency Certification for earned/awarded/conferred foreign terminal degree.
- ✓ SU6
- > Questions, please contact your Resource Manager or Administrator.

^{*}Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Sabbatical/DIP Leave Appointment

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - ♣ Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ♣ Enter: 2360 Instr Fac AY
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title:
 - Enter: Associate Professor
 - #9. Enter Supervisor & Extension:
 - Fill in (Supervisor and ext are missing in the example image)
 - #10 & 11. Other employment:
 - Leave Blank
 - #12&15: Position:
 - **4** #12&14
 - ♣ POS Number- Must be an active number
 - ♣ Unit- unit position number is tied to
 - ♣ Job Code- enter 2360 or 2361
 - ♣ Grade- enter current grade
 - ♣ Record number- Leave Blank
 - ♣ Time Base- UNITS or Hours units assigned
 - #13&15: Concurrent Position:
 - Leave Blank
 - #16 21. Appointment Dates:
 - # #16 Enter appointment dates: Effective date and Expires on or Before
 - Select: Fall and/or Spring and/or Spring
 - **♣** Effective Date: Start of appointment

- **♣** Expires on or Before
- # #17. Action/Reason:
 - Leave Blank
- # #18. Compensation:
 - ♣ Enter: Base current base rate
 - **♣** Select Month
- # #19. Work Schedule:
 - ♣ Leave Blank
- - ♣ Should be written in this way-

| 20. Remarks: | Sabbatical or DIP leave for TERM : Fall/Spring XX

- #21. Documents prepared by:
 - ♣ Fill in

Sabbatical/DIP Leave

Clear form	Pri	nt	Emp				nsact		orm Requisition	SABB/DIP
1. Faculty Sto					eopleSof		yee ID No.		ame (Last, First, Middle) Saenz, Maggie	
☐ MPP ☐ GA 5. Job Classificatio	_	ion	6. Depa	rtmen					7. College/Division	
2360- In	str Fac A	Υ				nginee	ring		CECST/A	NΑ
8. Working Title		Associate	e Profes	sor				9. Supervi	sor & Extension	
10. CH	0011/4 -1	1	. /-	- 1.	6.16	1 14)	? 11.		1:1 . 1 .	M II W
12. Position	**Contact	departme	nt/colleg	e/divi			anager for t		and chart field information*	
PS Position #	Unit	Job Code	Grade	Rec		Base Units	DC Decit		Time Base	
0000xxxx	XXX	2360	4			15				
14. Position Chart							15. Concur	rent Positio	on Chart Field	
Account: XXXXX	Fund XXXX		Dept. ID		Progi	am:				
Fall 20 Spring 20 Effectiv Month Da 1 19 Expires on Month Da	e Date y Year Or Before y Year		J. Action	muicac	e iii Keii	20	. Remarks:	r DIP leave	\$ Base Actual \$ 9500 \$ Concurrent Position \$ e for TERM : Fall/Spring XX	☐ Hour☐ Unit☐ Semester☐
5` 24	4 xx					21	. This Docu	ment Prepa	ared By	Ext:

- ✓ ETF
- ✓ Letter from Provost
- ✓ Promissory Note
- ➤ Questions, please contact your Resource Manager or Administrator.

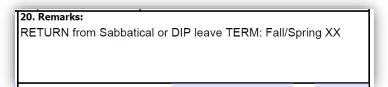
^{*}Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

RETURN FROM Sabbatical/DIP Leave Appointment

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - ♣ Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - **♣** CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ♣ Enter: 2360 Instr Fac AY
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 - ♣ Enter: Associate Professor
 - #9. Enter Supervisor & Extension:
 - Fill in (missing supervisor info in example image)
 - #10 & 11. Other employment:
 - Leave Blank
 - #12-15: Position:
 - **4** #12&14
 - ♣ POS Number- Must be an active number
 - ♣ Unit- unit position number is tied to
 - **♣** Job Code- enter **2360 or 2361**
 - ♣ Grade- enter current grade
 - Record number- Leave Blank
 - ♣ Time Base- UNITS or Hours units assigned
 - #13&15: Concurrent Position:
 - Leave Blank
 - #16 21. Appointment Dates:
 - # #16 Enter Appointment dates: Effective date ONLY
 - RETURN Effective Date: Start of appointment



- #17. Action/Reason:
 - Leave Blank
- # #18. Compensation:
 - ♣ Enter: Base current base rate
 - **♣** Select Month
- # #19. Work Schedule
 - Leave Blank
- # #20. Remarks
 - ♣ Should be written in this way-



- #21. Documents prepared by
 - **♣** Fill in

Return from Sabbatical/DIP Leave

Clear form	Pri	nt	Emp	Cal	ifornia S	tate Uni	iversity, Los	cion Fo		equisition #:_	RETURN FROM SABB/DIP
1. Faculty St	Α		?	3. P	eopleSof	t Emplo	yee ID No.	4. Legal Nan	ne (Last, First, Mi Saenz,	,	LEAVE
5. Job Classification 2360- Ir	on Descript nstr Fac A		6. Depar	rtmen		ngineeı	ring	7. College/Division CECST/AA			
8. Working Title		Associate	e Profes	sor				9. Superviso	r & Extension		
10 Other Current											e Month Ye
12. Position	**Contact	departmer	nt/colleg	e/divi		ource ma Base		he position a rent Position	nd chart field info	ormation**	Time Base
PS Position #	Unit XXX	Job Code 2360	Grade 4	Rec	Hours	Units 15	PS P	. # 11			
14. Position Chart Account:	Field Fund		Dept. ID:		Progr	am:	15. Concur A	rent Position	Chart Field		
16. Appointment Effecti Month D 8 x Expires or			.7.	Indicat	e in "Ren	20	. Remarks:		8. Compensation Base 9500 \$ al or DIP leave	Actual	Month Day Hour Unit Semester
	ĺ					21	. This Docui	ment Prepare	ed By		Ext:

 \star Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

✓ ETF

> Questions, please contact your Resource Manager or Administrator.

Personal Leave or Professional Leave Appointment

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - **♣** Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - **♣** CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ♣ Enter: 2360 Instr Fac AY
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 - La Enter: Associate Professor
 - #9. Enter Supervisor & Extension:
 - ♣ Fill in
 - #10 & 11. Other employment:
 - Leave Blank
 - #12-15: Position:
 - **4** #12&14
 - ♣ POS Number- Must be an active number
 - ♣ Unit-unit position number is tied to
 - **♣** Job Code- enter **2360 or 2361**
 - Grade- enter current grade
 - Record number- Leave Blank
 - ♣ Time Base- UNITS or Hours units assigned
 - #13&15: Concurrent Position:
 - Leave Blank
 - #16 21. Appointment Dates:
 - # #16 Enter appointment dates ONLY
 - ♣ Effective Date: Start of appointment
 - Expires on or Before Date



- #17. Action/Reason:
 - Leave Blank
- # #18. Compensation:
 - ♣ Enter: Base current base rate
 - **♣** Select Month
- # #19. Work Schedule:
 - Leave Blank
- # #20. Remarks:
 - ♣ Should be written in this way-



- #21. Document prepared by:
 - ♣ Fill in

Personal or Professional Leave

							iversity, Los		•				
1.	, 4			3. P		t Emplo	1	4. Legal Nan	ne (Last, First, Middle) Saenz, Maggie	Personal or PROF Leave			
5. Job Classificatio	n Descrip	tion	6. Depar	tmen	t				7. College/Division				
2360- In	str Fac A	Y			E	nginee	ring		CECST/A	A			
8. Working Title							r & Extension						
		Associa	te Profes	rofessor									
10.							? 11.			M 11 M			
12. Position	**Contact	departme	nt/college	e/divi		ource m Base		he position a	nd chart field information**	Time Base			
PS Position #	Unit	Job Code	Grade	Rec	Hours		DC D	· #	" 1 0 0 0	Time base			
0000xxxx	xxx	2360	4			15							
14. Position Chart	Field						15. Concur	rent Position	Chart Field				
Account:	Fund	:	Dept. ID:		Progr	am:							
xxxxx	XXXX	X	XXXXX										
16. Appointment l	Dates	<u>.</u>	17. Action	/Rea	son			1	8. Compensation Rate				
									Base Actual 9500 \$ Concurrent Position \$	✓ Month □ Day □ Hour □ Unit □ Semester			
Effectiv		_	Utner ()										
Month Da	1		19. Work	Sched	ule). Remarks:	D	1	DM. Faller			
8 x					ersonal or l	Protessional	Leave of Absence for TE	KIVI: Fall XX					
Expires on													
Month Da		v											
12 x	x xx					21	ed By	Ext:					
		прм пс	ONLY				Davis	mant Haad		Data			

*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

- ✓ ETF
- ✓ Leave form approved and signed
- ➤ Questions, please contact your Resource Manager or Administrator.

Partial Professional or Personal Leave of Absence

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - **♣** Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - **♣** CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ♣ Enter: 2360 Instr Fac AY
 - #6. Department:
 - Large Tenter: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 - La Enter: Associate Professor
 - #9. Enter Supervisor & Extension:
 - ♣ Fill in
 - #10 & 11. Other employment:
 - Leave Blank
 - #12-15: Position:
 - #12&14
 - ♣ POS Number- Must be an active number
 - ♣ Unit-unit position number is tied to
 - **♣** Job Code- enter **2360 or 2361**
 - ♣ Grade- enter current grade
 - Record number- Leave Blank
 - Time Base- partial UNITS or Hours assigned
 - #13&15: Concurrent Position:
 - Leave Blank
 - #16 21. Appointment Dates:
 - # #16 Enter appointment dates ONLY
 - **♣** Effective Date: Start of appointment
 - Legires on or Before Date

- #17. Action/Reason:
 - ♣ Leave Blank
- # #18. Compensation:
 - ♣ Enter: Base current base rate
 - Select Month
- # #19. Work Schedule:
 - ♣ Leave Blank
- **♣** #20. Remarks:
 - ♣ Should be written in this way:

20. Remarks:

Partial Personal/Professional Leave for TERM: Fall xx, Working # of units, on Leave for # of units.

- #21. Document prepared by:
 - 🖊 Fill in

Partial Personal or Professional Leave

☐ MP 5. Job C 23	PP 🔲 G/					eoplesoi	ft Emp	loyee ID No.	4. Legal Na	ame (Last, First, Middle)			
23	lassificatio		☐ Staff ☐ TA ☐ MPP ☐ GA						Lopez, Lacey				
		5. Job Classification Description							7. College/Division				
8. Work	360 Instru	ıctional Fa	culty				Socio	logy	NSS/AA				
	ing Title								9. Supervisor & Extension				
			Assista	ant Profes	t Professor					Minni Mouse, 36789			
10	-					- 11	-	? 11. I		a			
		Contact	departm	ent/colleg	e/divi	sion res	ource	manager for t	he position	and chart field information			
12. Posi	ition					Time	Base	13. Concur					
PS Position # Unit Job Code					Rec	Hours		s		t			
	00xxxx	XXX	2360	3			15						
	ition Chart ount:	Field Fund		Dont ID		Ducas		15. Concur	rent Positio	on Chart Field			
	XXX	XXXXX		XXXXX	Dept. ID: Program:								
			`		<u> </u>				110.0				
16. App	pointment	Dates		17. Action	n/Rea	son			18. Compensation Rate				
										Base Actual			
		-					5 7031 5 F						
				ll l									
				ĮĮ.						Concurrent Position			
				li:						\$			
	Effectiv		Uther (Indicate in Remarks box)					T					
N		ay Year	•	19. Work	Sched	lule		20. Remarks:		·			
	8 x	xx xx								ssional Leave for TERM: Fall xx, Working #			
Expires on or Before					of units, on L					its, on Leave for # of units.			
N	Month Da	ay Year	•				-						

*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

- ✓ ETF
- ✓ Leave form approved and signed
- ightharpoonup Questions, please contact your Resource Manager or Administrator.

RETURN FROM Personal Leave or Professional Leave and/or Partial leave

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - ♣ Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ♣ Enter: 2360 Instr Fac AY
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 - La Enter: Associate Professor
 - #9. Enter Supervisor & Extension
 - ♣ Fill in
 - #10 & 11. Other employment:
 - Leave Blank
 - #12-15: Position:
 - **4** #12&14
 - ♣ POS Number- Must be an active number
 - ♣ Unit- unit position number is tied to
 - **♣** Job Code- enter **2360 or 2361**
 - Grade- enter current grade
 - Record number- Leave Blank
 - ♣ Time Base- UNITS or Hours units assigned
 - #13&15: Concurrent Position:
 - Leave Blank
 - #16 21. Appointment Dates:
 - # #16 Enter appointment dates Effective date ONLY
 - RETURN Effective Date: Start of appointment



- # #17. Action/Reason:
 - Leave Blank
- #18. Enter Compensation Rate:
 - ♣ Enter: Base current base rate
 - **♣** Select Month
- # #19. Work Schedule:
 - ♣ Leave Blank
- **#** #20. Remarks:
 - ♣ Should be written in this way-

20. Remarks:

RETURN from Personal or Professional Leave of Absence TERM: Spring xx

Or

20. Remarks:

Return from Partial Personal/Professional Leave for TERM: Spring xx

- #21. Documents prepared by:
 - **♣** Fill in

Return from: Personal or Professional Leave and/or Partial leave

							versity, Los				
1. ☐ Faculty ☐ St ☐ Staff ☐ TA ☐ MPP ☐ GA	xxxxxxxx				4. Legal Name (Last, First, Middle) Saenz, Maggie RETURN from: Personal or						
5. Job Classificatio	tment					7. College/Division	PROF				
2360- Instr Fac AY					E	ngineei	ing		CECST/A/	4 Leave	
8. Working Title	e Professo	or				9. Superviso	r & Extension				
10.							2 11. 1				
	Contact	departmen	t/college/	divis					nd chart field information		
12. Position PS Position #	Unit	Job Code	Grade R	2ec	Time Hours	Base Units	13. Concur	rent Position		Time Base	
0000xxxx	xxx	2360	4		Hours	15					
14. Position Chart							15. Concurrent Position Chart Field				
Account:	Fund XXXX		Dept. ID:		Progr	am:					
16. Appointment I	J Other (Inc	Other (Indicate in "Remarks" b. Work Schedule				18. Compensation Rate Month Day Hour Unit Semester Se					
		LIDM LISE				21		ment Prepare	•	Ext:	

Required Attachments:

✓ ETF

> Questions, please contact your Resource Manager or Administrator.

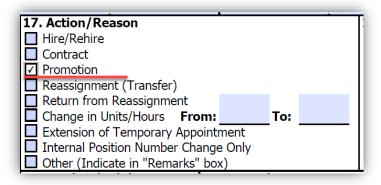
 $[\]star$ Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

PROMOTION

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - ♣ Select: Faculty
 - #2. Rehired Annuitant:
 - ♣ Leave Blank
 - #3. PeopleSoft Employee ID No:
 - CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ♣ Enter: 2360 Instr Fac AY
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 - Linter: Associate Professor
 - #9. Enter Supervisor & Extension
 - ♣ Fill in
 - #10 & 11. Other employment.
 - Leave Blank
 - #12-15: Position:
 - **4** #12&14
 - ♣ POS Number- Must be an active number
 - Make sure the position number has the right grade assigned to it.
 - ♣ Unit- unit position number is tied to
 - **♣** Job Code- enter **2360 or 2361**
 - ♣ Grade- enter <u>NEW</u> grade
 - Record number- Leave Blank
 - ♣ Time Base- UNITS or Hours— units assigned
 - #13&15: Concurrent Position:
 - Leave Blank
 - #16 − 21
 - # #16 Enter appointment dates: Effective date ONLY
 - **Lesson** Effective Date: Start of appointment



- #17. Action/Reason:
 - ♣ Select: Promotion



- # #18. Compensation:
 - ♣ Enter: Base **NEW** Base rate
 - **♣** Select Month
- # #19. Work Schedule:
 - Leave Blank
- **#** #20. Remarks:
 - ♣ Should be written in this way-

| 20. Remarks: | Granted Tenure and Promotion from Assistant to Associate | Professor | or Granted Promotion from Associate to Full Professor |

- #21. Documents prepared by:
 - Fill in

ETF Sample

Promotion

Clear form	Pri	nt	Emp				ansact		orm Requisition	ROMOTION		
1. ☐ Faculty ☐ St	\		nuitant?	3. P	eopleSo	ft Emp	loyee ID No.	ee ID No. 4. Legal Name (Last, First, Middle)				
MPP GA	\					00000			, 90			
5. Job Classificatio			6. Depar	tmen	t				7. College/Division			
2360- In	str Fac A	Υ			E	ingine	ering		CECST/A	A		
8. Working Title								9. Supervis	G. Supervisor & Extension			
		Accoriate	ate Professor									
		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,										
10. Other Correct	CCII/Ai	ioni Emplo	umant (in	بالمسلم	na Cal C	tota L	11					
□ T												
	Contact	donartmer	at/collogs	/disa	cion res	ource	managor for t	ho position	and chart field information			
12. Position	Contact	departmer	nt/conlege	/ GIVI		Base	13. Concur			Time Bas		
PS Position #	Unit	Job Code	Grade	Rec	Hours			#	Unit I lak Carla Coarla Da	- Hama Ha		
0000xxxx	XXX	2360	4			15						
UUUUXXXX	XXX	2300	4			15						
14. Position Chart			15. Concurrent Position Chart Field									
Account:	Fund	:	Dept. ID:		Prog	ram:	Ac					
XXXXX	XXXX	<	XXXXX									
16. Appointment	Dates	11	17. Action	/Rea	son				18. Compensation Rate	1		
To: Appointment	butes		Hire/Rel		3011				✓ Month			
			Contract						Base Actual Day			
			✓ Promotion									
					: (Transfe				\$ 10,000 \$	Unit		
					leassignm					■ Semeste		
					ts/Hours				Concurrent Position			
			Extension of Temporary Appointment Internal Position Number Change Only									
Effectiv	n Date				on Numb e in "Ren							
Month Da			L9. Work S				20. Remarks:					
8 1	,	l li		3,,00				uro and Dr	romotion from Assistant to	Necociato		
8 1	9 xx						Granted Tenure and Promotion from Assistant to Associate Professor or Granted Promotion from Associate to Full Professor					
Expires on	or Before											
Month Da	y Year						or Granted P	TOTTIONON T	TOTH ASSOCIATE TO Full Profe	:5501		
		_				2	21. This Document Prepared By			Ext:		
		uali uac	A							T- :		

- ✓ ETF
- ✓ Letter from Provost ONLY
- ➤ Questions, please contact your Resource Manager or Administrator.

^{*}Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Range Elevation – Lecturer or temporary job code

- **❖** IF the lecturer is in the middle of a three year appointment. ONLY one ETF is required for Range Elevation transaction.
- ❖ IF the lecturer is a renewal (one year or three year), has a change in TB or NEW appointment; TWO separate ETF's are required. 1) for the Appointment/Change in TB and 2) on a SEPARATE ETF submit the Range Elevation transaction
- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - Select: Faculty
 - #2. Rehired Annuitant:
 - Leave Blank
 - #3. PeopleSoft Employee ID No:
 - CIN make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name
 - Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ♣ Enter: 2358- Lecturer AY or 2359-Lecturer 12 month
 - #6. Department:
 - Enter: Department the faculty is being paid from
 - #7. College/Division:
 - ♣ College/Division that the faculty are being paid from
 - #8. Working Title: Part-time Lecturer AY or Part-time Lecturer 12 month
 - ♣ Enter: Part-time Lecturer AY
 - #9. Enter Supervisor & Extension
 - 🖊 Fill in
 - #10 & 11. Other employment:
 - Leave Blank
 - #12-15: Position:
 - **4** #12&14
 - ♣ POS Number- Must be an active number
 - Unit- unit position number is tied to
 - ♣ Job Code- enter 2358 or 2359
 - ♣ Grade- enter NEW grade
 - Record number- Leave Blank
 - Time Base- UNITS or Hours units assigned
 - **4** #13&15
 - Leave Blank

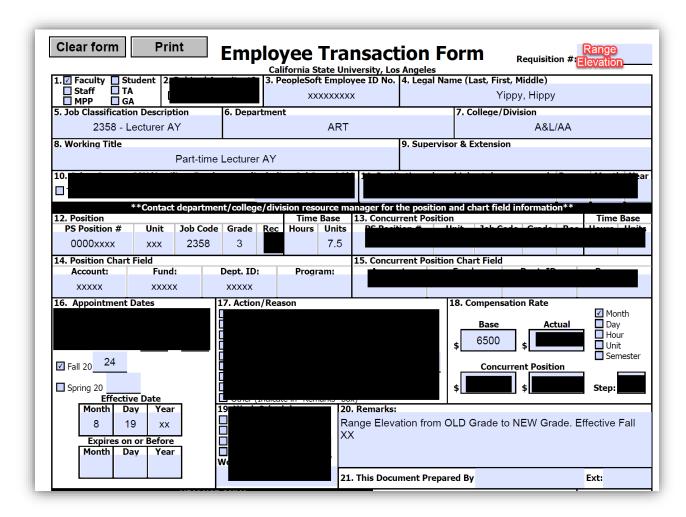
- #16 21
 - # #16 Enter appointment dates- Semester + Effective Date
 - ♣ Fill in FALL_____ and/or SPRING_____
 - **♣** Effective Date: Start of appointment

- #17. Action/Reason:
 - Leave Blank
- # #18. Compensation
 - ♣ Enter: Base NEW Base rate
 - **♣** Select Month
- # #19. Work Schedule:
 - Leave Blank
- **#** #20. Remarks:
 - ♣ Should be written in this way-

20. Remarks:
Range Elevation from OLD Grade to NEW Grade. Effective Fall XX

- **#** #21. Documents prepared by:
 - ♣ Fill in

Range Elevation



- ✓ ETF
- ✓ Letter from the Provost
- ➤ Questions, please contact your Resource Manager or Administrator.