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

- ✓ 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:
    - #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: LEAVE BLANK

Effective Date		
Month	Day	Year
8	19	25

Expires on or Before		
Month	Day	Year

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

FOLLOW INSTRUCTIONS BELOW:

$ 11,092.00

	Base Pay	Numerator	Denominator	Chair Salary		Chair Stipend	College Stipend	Total Stipend	New Chair Base Pay	Total Chair Salary
CLASS 2481, O N L Y	$12,756.00	15	15	$12,756.00	8.50%	$1,084.26	$160.00	$1,244.26	$14,000.00	$14,000.00

- #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

ETF SAMPLE:

Department Chair Appointment

Clear form	Print	**Employee Transaction Form**	Requisition #: _____

California State University, Los Angeles

1. ☑ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA	3. PeopleSoft Employee ID No. 010101010	4. Legal Name (Last, First, Middle) Bon, Joy

5. Job Classification Description 2481- Dept Chair 12 mo.	6. Department Sociology	7. College/Division NSS/AA

8. Working Title Department Chair 12 month	9. Supervisor & Extension Minni Mouse, 36789

| | 11. Institution where highest degree earned | Degree | Month | Year |

Contact department/college/division resource manager for the position and chart field information

12. Position					Time Base		13. Concurrent Position					Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	PS Position #	Unit	Job Code	Grade	Rec	Hours	Units
0000xxxx	xxx	2481	5			15							

14. Position Chart Field				15. Concurrent Position Chart Field
Account:	Fund:	Dept. ID:	Program:	
XXXXX	XXXXX	XXXXX		

		18. Compensation Rate	☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester

	Base	Actual
$	14000	$

Concurrent Position

$		$		Step:	

Effective Date		
Month	Day	Year
8	19	25

Expires on or Before		
Month	Day	Year

19. Work Schedule	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. This Document Prepared By	Donald Duck	Ext.	35785

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

Required Attachments:
- ✓ ETF
- ✓ Offer Letter signed with FA approval
- ✓ Dept Chair calculator (Excel calculator- safe as PDF)

➢ Questions, please contact your Resource Manager or Administrator.

(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:
    - 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 effective date – ONLY
  - Effective Date: Start of appointment
  - Expires on or Before: LEAVE BLANK

Effective Date

Month	Day	Year
8	19	25

Expires on or Before

Month	Day	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

FOLLOW INSTRUCTIONS BELOW:	Base Pay	Numerator	Denominator	Chair Salary		Chair Stipend	College Stipend	Total Stipend	New Chair Base Pay	Total Chair Salary
$ 11,006.00										
CLASS 2481, O N L Y	$12,657.00	9	15	$7,594.20	8.50%	$645.51	$160.00	$1,342.51	$14,000.00	$8,400.00

  - 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

ETF SAMPLE:

Department Chair Split Appointment

Clear form	Print

Employee Transaction Form
California State University, Los Angeles

Dept.Chair Split-Appointment

1. ☑ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA		3. PeopleSoft Employee ID No. 010101010	4. Legal Name (Last, First, Middle) Bon, Joy
5. Job Classification Description 2481- Dept Chair 12 mo.	6. Department Sociology		7. College/Division NSS/AA
8. Working Title Department Chair 12 month		9. Supervisor & Extension Minni Mouse, 36789	

Contact department/college/division resource manager for the position and chart field information

12. Position				Time Base		13. Concurrent Position				Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	PS Position #	Unit	Job Code	Grade	Rec	Hours	Units
0000xxxx	xxx	2481	5			7.5	0000xxxx	xxx	2360				7.5

14. Position Chart Field				15. Concurrent Position Chart Field			
Account:	Fund:	Dept. ID:	Program:	Account:	Fund:	Dept. ID:	Program:
XXXXX	XXXXX	XXXXX		XXXXX	XXXX	XXXXX	

18. Compensation Rate

☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester

	Base	Actual
$	11000	$

Concurrent Position

			Step:
$	9548	$	

Effective Date

Month	Day	Year
8	19	25

Expires on or Before

Month	Day	Year

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. This Document Prepared By	Donald Duck	Ext:	35785

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

Required Attachments:
- ✓ ETF
- ✓ Offer Letter signed with FA approval
- ✓ Dept Chair calculator (Excel calculator- safe as PDF)

➢ Questions, please contact your Resource Manager or Administrator.

(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

FOLLOW INSTRUCTIONS BELOW:	Base Pay	Numerator	Denominator	Chair Salary		Chair Stipend	College Stipend	Total Stipend	New Chair Base Pay	Total Chair Salary
$ 11,006.00										
CLASS 2481, O N L Y	$12,657.00	9	15	$7,594.20	8.50%	$645.51	$160.00	$1,342.51	$14,000.00	$8,400.00

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

20. Remarks:
NEW Interim Dept Chair; Fall SEM only. Including $160.00 stipend amount.

- #21. Document prepared by:
  - Fill in

ETF SAMPLE:

Interim Department Chair Split Appointment

Clear form	Print

Employee Transaction Form   Requisition #: _____

California State University, Los Angeles

1. ☑ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA	3. PeopleSoft Employee ID No. 010101010	4. Legal Name (Last, First, Middle) Bon, Joy

5. Job Classification Description 2481- Dept Chair 12 mo.	6. Department Sociology	7. College/Division NSS/AA

8. Working Title Department Chair 12 month	9. Supervisor & Extension Minni Mouse, 36789

11.

Contact department/college/division resource manager for the position and chart field information

12. Position					Time Base		13. Concurrent Position					Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	PS Position #	Unit	Job Code	Grade	Rec	Hours	Units
0000xxxx	xxx	2481	5			7.5	0000xxxx	xxx	2360				7.5

14. Position Chart Field				15. Concurrent Position Chart Field			
Account:	Fund:	Dept. ID:	Program:	Account:	Fund:	Dept. ID:	Program:
XXXXX	XXXXX	XXXXX		XXXXX	XXXX	XXXXX	

18. Compensation Rate

☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester

	Base	Actual
	$ 14000	$

Concurrent Position

	$ 9548	$	Step:

☑ Fall 20 __25__

☐ Spring 20 ____

Effective Date

Month	Day	Year
8	19	25

Expires on or Before

Month	Day	Year
12	20	25

20. Remarks:
NEW Interim Dept Chair; Fall SEM only. Including $160.00 stipend amount.

21. This Document Prepared By	Donald Duck	Ext: 35785

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*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.*

Required Attachments:
- ✓ ETF
- ✓ Offer Letter signed with FA approval
- ✓ Dept Chair calculator (Excel calculator- safe as PDF)

➢ Questions, please contact your Resource Manager or Administrator.

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:
        - #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.

Effective Date		
Month	Day	Year
8	19	xx
Expires on or Before		
Month	Day	Year
12	xx	xx

FALL

Effective Date		
Month	Day	Year
8	19	xx
Expires on or Before		
Month	Day	Year
5	xx	xx

Academic Year

Effective Date		
Month	Day	Year
1	xx	xx
Expires on or Before		
Month	Day	Year
5	xx	xx

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

ETF SAMPLE:

FERP Appointment

Employee Transaction Form
California State University, Los Angeles

FERP Appointment

1. ☑ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA	2.	3. PeopleSoft Employee ID No. xxxxxxxxx	4. Legal Name (Last, First, Middle) Smith, Joe

5. Job Classification Description	6. Department	7. College/Division
2360- Instr Fac AY	English	

8. Working Title	9. Supervisor & Extension
Instr Fac AY - FERP	name/3-xxxx

10. _____ 11. _____

Contact department/college/division resource manager for the position and chart field information

12. Position					Time Base		13. Concurrent Position	Time Base
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units		
0000xxxx	xxx	2360	5			6		

14. Position Chart Field				15. Concurrent Position Chart Field
Account:	Fund:	Dept. ID:	Program:	
xxxxx	xxxxx	xxxxx		

16. Appointment Dates	17. Action/Reason	18. Compensation Rate
		Base: $ 9500 Actual: $ ____ ☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester
		Concurrent Position $ ____ $ ____ Step: ____

Effective Date			19. Work Schedule	20. Remarks:
Month	Day	Year		FERP;
8	19	xx		ENGL 2710-01 (3 units)
Expires on or Before				ENGL 2310-02 (3 units)
Month	Day	Year		
12	xx	xx		

☐ Other (indicate in "Remarks" box)

21. This Document Prepared By _____ Ext: _____

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

Required Attachments:

- ✓ 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.**

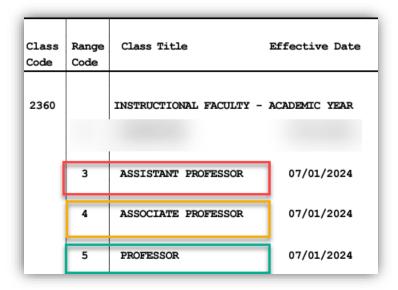➢ Questions, please contact your Resource Manager or Administrator.

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:
    - Enter: 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.	08	21

  - #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- according to the salary schedule

Class Code	Range Code	Class Title	Effective Date
2360		INSTRUCTIONAL FACULTY - ACADEMIC YEAR	
	3	ASSISTANT PROFESSOR	07/01/2024
	4	ASSOCIATE PROFESSOR	07/01/2024
	5	PROFESSOR	07/01/2024

- 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

16. Appointment Dates
☐ 10-Month*   *Indicate months off in
☐ 11-Month*   box 20. "Remarks"
☐ 12-Month
☐ Academic Year 20 _____/20_____
☑ Fall 20 __24__
☐ Spring 20 _____

Effective Date

Month	Day	Year
08	19	24

Expires on or Before

Month	Day	Year

HRM USE

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

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

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

- #21. Documents prepared by:
  - Fill in

ETF SAMPLE

New T-TT Appointment

Clear form	Print

Employee Transaction Form
California State University, Los Angeles

Requisition #

New T-TT Appointment

1. ☑ Faculty ☐ Student	2. [blacked out]?	3. PeopleSoft Employee ID No.	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
Assistant Professor	Minni Mouse, 36789

10. Other Current CSU/Auxiliary Employment (including Cal State LA)?	11. Institution where highest degree earned	Degree	Month	Year
	University of California	Ph.D	5	21

Contact department/college/division resource manager for the position and chart field information

12. Position					Time Base		13. Concurrent Position					Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	PS Position #	Unit	Job Code	Grade	Rec	Hours	Units
0000xxxx	xxx	2360	3			15							

14. Position Chart Field				15. Concurrent Position Chart Field
Account:	Fund:	Dept. ID:	Program:	
XXXXX	XXXXX	XXXXX		

16. Appointment Dates	17. Action/Reason	18. Compensation Rate

16. Appointment Dates

☑ Fall 20 __24__

☐ Spring 20 ____

Effective Date

Month	Day	Year
8	19	24

Expires on or Before

Month	Day	Year

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

☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester

Base	Actual
$ 7031	$

Concurrent Position

$

19. Work Schedule	20. Remarks:
	Intial 2-YR Probationary Appointment *2YR Service Credit

21. This Document Prepared By	Donald Duck	Ext: 35785

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

Required Attachments:

- ✓ 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.

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:
    - #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 _____
      - 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
- #20. Remarks:
  - 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 | Print | **Employee Transaction Form** | Requisition #: | SABB/DIP LEAVE |

California State University, Los Angeles

1. ☑ Faculty ☐ Student	2. [blacked out]	3. PeopleSoft Employee ID No.	4. Legal Name (Last, First, Middle)
☐ Staff ☐ TA		xxxxxxxxx	Saenz, Maggie
☐ MPP ☐ GA			

| 5. Job Classification Description | 6. Department | 7. College/Division |
| 2360- Instr Fac AY | Engineering | CECST/AA |

| 8. Working Title | 9. Supervisor & Extension |
| Associate Professor | |

| 10. Other Current CSU/Auxiliary Employment (including Cal State LA)? ☐ | 11. Institution where highest degree earned, Degree, Month, Year [blacked out] |

Contact department/college/division resource manager for the position and chart field information

12. Position					Time Base		13. Concurrent Position						Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	PS Position #	Unit	Job Code	Grade	Rec		Hours	Units
0000xxxx	xxx	2360	4			15	[blacked out]							

14. Position Chart Field				15. Concurrent Position Chart Field
Account:	Fund:	Dept. ID:	Program:	[blacked out]
xxxxx	xxxxx	xxxxx		

16. Appointment Dates	17. Action/Reason	18. Compensation Rate
[blacked out]	[blacked out]	Base: 9500 Actual: [blacked out] ☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester

☐ Fall 20____

☐ Spring 20____

Effective Date

Month	Day	Year
1	19	xx

Expires on or Before

Month	Day	Year
5`	24	xx

☐ Other (Indicate in "Remarks" box)

Concurrent Position $

19. Work Schedule	20. Remarks:
[blacked out]	Sabbatical or DIP leave for TERM : Fall/Spring XX

| 21. This Document Prepared By | Ext: |

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

Required Attachments:
- ✓ ETF
- ✓ Letter from Provost
- ✓ Promissory Note

➢ Questions, please contact your Resource Manager or Administrator.

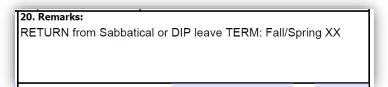# RETURN FROM Sabbatical/DIP Leave Appointment

- ✓ 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:
        - #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

Effective Date		
Month	Day	Year
8	19	xx
Expires on or Before		
Month	Day	Year

- #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:
RETURN from Sabbatical or DIP leave TERM: Fall/Spring XX

- #21. Documents prepared by
  - Fill in

ETF SAMPLE

Return from Sabbatical/DIP Leave

Clear form	Print	**Employee Transaction Form**	Requisition #:	RETURN FROM SABB/DIP LEAVE

California State University, Los Angeles

1. ☑ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA	2. ▇▇▇	3. PeopleSoft Employee ID No. xxxxxxxxx	4. Legal Name (Last, First, Middle) Saenz, Maggie

5. Job Classification Description 2360- Instr Fac AY	6. Department Engineering	7. College/Division CECST/AA

8. Working Title Associate Professor	9. Supervisor & Extension

10. Other Current CSU/Auxiliary Employment (including Cal State LA)? ☐ ▇▇▇	11. Institution where highest degree earned	Degree	Month	Year

Contact department/college/division resource manager for the position and chart field information

12. Position					Time Base		13. Concurrent Position					Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	PS Position #	Unit	Job Code	Grade	Rec	Hours	Units
0000xxxx	xxx	2360	4	▇		15							

14. Position Chart Field				15. Concurrent Position Chart Field	
Account:	Fund:	Dept. ID:	Program:		
xxxxx	xxxxx	xxxxx			

16. Appointment Dates ▇▇▇▇ ☐ Spring 20	17. Action/▇▇ ☐ ▇▇ ☐ ▇▇ ☐ ▇▇ ☐ ▇▇ ☐ ▇▇ ☐ ▇▇ ☐ ▇▇ ☐ Other (Indicate in "Remarks" box)	18. Compensation Rate		☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester
		Base	Actual	
		$ 9500	$ ▇▇▇	
		$ ▇▇▇		

Effective Date			19. Work ▇▇▇	20. Remarks:
Month	Day	Year	☐ ▇ ☐ ▇ ☐ ▇ ☐ ▇	RETURN from Sabbatical or DIP leave TERM: Fall/Spring XX
8	xx	xx		

Expires on or Before			Wor▇ ▇▇▇
Month	Day	Year	
▇	▇	▇	

21. This Document Prepared By	Ext:

*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
        - 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- 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

Effective Date		
Month	**Day**	**Year**
8	xx	xx
Expires on or Before		
Month	**Day**	**Year**
12	xx	xx

- #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:
Personal or Professional Leave of Absence for TERM: Fall xx

- #21. Document prepared by:
  - Fill in

ETF SAMPLE

Personal or Professional Leave

California State University, Los Angeles

1. ☑ Faculty ☐ Student	2. ▮	3. PeopleSoft Employee ID No.	4. Legal Name (Last, First, Middle)	Personal or PROF Leave
☐ Staff ☐ TA ☐ MPP ☐ GA		xxxxxxxxx	Saenz, Maggie	

5. Job Classification Description	6. Department	7. College/Division
2360- Instr Fac AY	Engineering	CECST/AA

8. Working Title	9. Supervisor & Extension
Associate Professor	

10. ☐ ▮	11. ▮

Contact department/college/division resource manager for the position and chart field information

12. Position

PS Position #	Unit	Job Code	Grade	Rec	Time Base Hours	Units
0000xxxx	xxx	2360	4	▮		15

13. Concurrent Position — Time Base

14. Position Chart Field

Account:	Fund:	Dept. ID:	Program:
xxxxx	xxxxx	xxxxx	

15. Concurrent Position Chart Field

16. Appointment Dates	17. Action/Reason	18. Compensation Rate
▮	▮	Base: $ 9500 Actual: $ ▮ ☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester

Concurrent Position: $ ▮ $ ▮

Effective Date

Month	Day	Year
8	xx	xx

Expires on or Before

Month	Day	Year
12	xx	xx

19. Work Schedule ▮

☐ Other (Indicate in "Remarks" box)

20. Remarks:
Personal or Professional Leave of Absence for TERM: Fall xx

21. This Document Prepared By   Ext:

HRM USE ONLY

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

Required Attachments:
- ✓ 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:
    - 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
  - #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
      - 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:

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

- #21. Document prepared by:
    - Fill in

ETF SAMPLE

Partial Personal or Professional Leave

Clear form	Print	**Employee Transaction Form**	Requisition	Partial LOA Per or PROF

California State University, Los Angeles

1. ☑ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA		3. PeopleSoft Employee ID No.	4. Legal Name (Last, First, Middle) Lopez, Lacey

5. Job Classification Description 2360 Instructional Faculty	6. Department Sociology	7. College/Division NSS/AA

8. Working Title Assistant Professor	9. Supervisor & Extension Minni Mouse, 36789

10.	11.

Contact department/college/division resource manager for the position and chart field information

12. Position					Time Base		13. Concurrent Position		Time Base
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units			
0000xxxx	xxx	2360	3			15			

14. Position Chart Field				15. Concurrent Position Chart Field
Account:	Fund:	Dept. ID:	Program:	
XXXXX	XXXXX	XXXXX		

16. Appointment Dates	17. Action/Reason	18. Compensation Rate ☑ Month

		Base	Actual
		$ 7031	$

Concurrent Position

$

Effective Date		
Month	Day	Year
8	xx	xx

Expires on or Before		
Month	Day	Year
12	xx	xx

19. Work Schedule	20. Remarks: Partial Personal/Professional Leave for TERM: Fall xx, Working # of units, on Leave for # of units.

	21. This Document Prepared By Donald Duck	Ext: 35785

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

Required Attachments:
- ✓ ETF
- ✓ Leave form – approved and signed

➢ 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
    - 🞣 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- 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

Effective Date		
Month	Day	Year
1	19	xx
Expires on or Before		
Month	Day	Year

- #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

ETF SAMPLE

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

California State University, Los Angeles

1. ☑ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA	2. ████	3. PeopleSoft Employee ID No. xxxxxxxxx	4. Legal Name (Last, First, Middle) Saenz, Maggie	RETURN from: Personal or PROF Leave

5. Job Classification Description 2360- Instr Fac AY	6. Department Engineering	7. College/Division CECST/AA

8. Working Title Associate Professor	9. Supervisor & Extension

10. ████	11. ████

Contact department/college/division resource manager for the position and chart field information

12. Position

PS Position #	Unit	Job Code	Grade	Rec	Time Base Hours	Units
0000xxxx	xxx	2360	4	████		15

13. Concurrent Position ████ | Time Base

14. Position Chart Field

Account:	Fund:	Dept. ID:	Program:
xxxxx	xxxxx	xxxxx	

15. Concurrent Position Chart Field ████

16. Appointment Dates ████	17. Action/Reason ████	18. Compensation Rate

☐ Other (Indicate in "Remarks" box)

18. Compensation Rate — Base $ 9500   Actual $ ████
☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester
$ ████

Effective Date

Month	Day	Year
1	19	xx

Expires on or Before

Month	Day	Year

19. Work Schedule ████	20. Remarks: RETURN from Personal or Professional Leave of Absence TERM: Spring xx

	21. This Document Prepared By	Ext:

HRM USE ONLY

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*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.

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
    - 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
        - 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 **NEW** 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
    - Effective Date: Start of appointment

Effective Date

Month	Day	Year
8	19	xx

Expires on or Before

Month	Day	Year

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

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:
    - 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

Clear form	Print	**Employee Transaction Form**		Requisition #:

PROMOTION

California State University, Los Angeles

1. ☑ Faculty ☐ Student	2. Rehired Annuitant?	3. PeopleSoft Employee ID No.	4. Legal Name (Last, First, Middle)
☐ Staff ☐ TA ☐ MPP ☐ GA	☐ Yes ☐ No	xxxxxxxxx	Saenz, Maggie

5. Job Classification Description	6. Department	7. College/Division
2360- Instr Fac AY	Engineering	CECST/AA

8. Working Title	9. Supervisor & Extension
Associate Professor	

10. Other Current CSU/Auxiliary Employment (including Cal State LA)?	11.
☐	

Contact department/college/division resource manager for the position and chart field information

12. Position					Time Base		13. Concurrent Position					Time Base	
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units						Hours	Units
0000xxxx	xxx	2360	4			15							

14. Position Chart Field				15. Concurrent Position Chart Field
Account:	Fund:	Dept. ID:	Program:	
xxxxx	xxxxx	xxxxx		

16. Appointment Dates	17. Action/Reason	18. Compensation Rate
	☐ 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)	☑ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester Base: $ 10,000 Actual: $ ____ Concurrent Position

Effective Date			19. Work Schedule	20. Remarks:
Month	Day	Year		Granted Tenure and Promotion from Assistant to Associate Professor
8	19	xx		or Granted Promotion from Associate to Full Professor
Expires on or Before				
Month	Day	Year		
				21. This Document Prepared By Ext:

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

Required Attachments:
- ✓ ETF
- ✓ Letter from Provost ONLY

➢ Questions, please contact your Resource Manager or Administrator.

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:
  - ✚ #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
  - ✚ #13&15
    - ✚ Leave Blank

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

Effective Date		
Month	**Day**	**Year**
8	19	XX
Expires on or Before		
Month	**Day**	**Year**

    - #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

ETF SAMPLE

Range Elevation

Clear form	Print		

Employee Transaction Form
California State University, Los Angeles

Requisition #: _____ **Range Elevation**

1. ☑ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA	2. ▮▮▮▮▮	3. PeopleSoft Employee ID No. xxxxxxxxx	4. Legal Name (Last, First, Middle) Yippy, Hippy

5. Job Classification Description 2358 - Lecturer AY	6. Department ART	7. College/Division A&L/AA

8. Working Title Part-time Lecturer AY	9. Supervisor & Extension

10. ☐ ▮▮▮▮▮▮▮▮▮	11. ▮▮▮▮▮▮▮▮▮

Contact department/college/division resource manager for the position and chart field information

12. Position

PS Position #	Unit	Job Code	Grade	Rec	Time Base Hours	Units
0000xxxx	xxx	2358	3	▮		7.5

13. Concurrent Position

PS Position #	Unit	Job Code	Grade	Rec	Time Base Hours	Units
▮	▮	▮	▮	▮	▮	▮

14. Position Chart Field

Account:	Fund:	Dept. ID:	Program:
xxxxx	xxxxx	xxxxx	

15. Concurrent Position Chart Field

Account:	Fund:	Dept. ID:	Program:
▮	▮	▮	▮

16. Appointment Dates

▮▮▮▮▮▮▮▮▮

☑ Fall 20 _24_

☐ Spring 20 _____

Effective Date

Month	Day	Year
8	19	xx

Expires on or Before

Month	Day	Year

17. Action/Reason
☐ ▮▮▮▮▮▮▮▮▮▮
☐ Other (Indicate in "Remarks" box)

18. Compensation Rate

☑ Month
☐ Day
☐ Hour
☐ Unit
☐ Semester

Base	Actual
$ 6500	$ ▮

Concurrent Position

$ ▮ $ ▮ Step: ▮

19. Work Schedule
▮▮▮▮▮▮▮▮▮

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

21. This Document Prepared By	Ext:

Required Attachments:
- ✓ ETF
- ✓ Letter from the Provost

➢ Questions, please contact your Resource Manager or Administrator.