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Employee Transaction Form

Requisition #: _____

California State University, Los Angeles

1. ☐ Faculty ☐ Student ☐ Staff ☐ TA ☐ MPP ☐ GA

2. Rehired Annuitant? ☐ Yes ☐ No

3. PeopleSoft Employee ID No.

4. Legal Name (Last, First, Middle)

5. Job Classification Description

6. Department

7. College/Division

8. Working Title

9. Supervisor & Extension

10. Other Current CSU/Auxiliary Employment (including Cal State LA)?
☐ Teaching ☐ Non-Teaching **Indicate CSU(s):**

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

****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	Time Base Units

13. Concurrent Position

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

14. Position Chart Field

Account:	Fund:	Dept. ID:	Program:

15. Concurrent Position Chart Field

Account:	Fund:	Dept. ID:	Program:

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

☐ Fall 20_____

☐ Spring 20 _____

Effective Date

Month	Day	Year

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

Base	Actual
$	$

☐ Month ☐ Day ☐ Hour ☐ Unit ☐ Semester

Concurrent Position

$ _____ $ _____ **Step:** _____

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

20. Remarks:

21. This Document Prepared By **Ext:**

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

Last Day Physically Worked

Month	Day	Year

Payroll Return Date

Month	Day	Year

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

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

☐ **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

☐ No Change ☐ Not Applicable

26. PeopleSoft Entry
Action: _____
Reason: _____
Initials: _____ Date: _____

27. Payroll Use:
Initials: _____ Date: _____