

# Employee Transaction Form

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

California State University, Los Angeles

<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> MPP	<input type="checkbox"/> Student <input type="checkbox"/> TA <input type="checkbox"/> GA	2. Rehired Annuitant? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. PeopleSoft Employee ID No.	4. Legal Name (Last, First, Middle)
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5. Job Classification Description	6. Department	7. College/Division
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8. Working Title	9. Supervisor & Extension
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10. Other Current CSU/Auxiliary Employment (including Cal State LA)? <input type="checkbox"/> Teaching <input type="checkbox"/> Non-Teaching <b>Indicate CSU(s):</b>	11. Institution where highest degree earned	Degree	Month	Year
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**\*\*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

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

**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

**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)

**19. Work Schedule**

No Change  
 5/40  
 4/40  
 Other: \_\_\_\_  
**Work Days/Hours:**

**18. Compensation Rate**

Month  
 Day  
 Hour  
 Unit  
 Semester

<b>Base</b>	<b>Actual</b>
\$ <input style="width: 50px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>
<b>Concurrent Position</b>	
\$ <input style="width: 50px;" type="text"/>	Step: <input style="width: 30px;" type="text"/>

**20. Remarks:**

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

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>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Month</td><td>Day</td><td>Year</td> </tr> <tr> <td> </td><td> </td><td> </td> </tr> </table>	Month	Day	Year				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Month</td><td>Day</td><td>Year</td> </tr> <tr> <td> </td><td> </td><td> </td> </tr> </table>	Month	Day	Year				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Month</td><td>Day</td><td>Year</td> </tr> <tr> <td> </td><td> </td><td> </td> </tr> </table>	Month	Day	Year			
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**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: \_\_\_\_\_