

PERSONNEL TRANSACTION REQUEST FORM

ATTENTION: This appointment, reappointment or change of status is not valid, and is not approved until so indicated in writing on this form by TAP or OSRP Human Resources. No individual may begin work without prior approval. It is the responsibility of the hiring coordinator/supervisor to follow up to confirm the status of the personnel request. This form must be received by TAP or OSRP Human Resources prior to the effective date.

EMPLOYEE INFORMATION

Name (print)

Cell Phone

TAP Employee ID#

Date Form Printed

Home Address

Department

City

State

Zip Code

Division

CSUDH Status:

Work Location
(must indicate name of city employee will be working in)

Work Phone

University Hire Date

Account Number Object Code

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Account Number Object Code

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Account Number Object Code % of Charge

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Number Object Code % of Charge

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Total % charge must equal 100% % of Charge

% of Charge

NEW HIRE/RE-HIRE/CONTINUING APPOINTMENT

New Hire Re-Hire Continuing
(Current Employees Only)

Position Title (Must include position description)

Hire Date

RATE OF PAY - HR Must Approve

Per Pay Period Salary: _____ Hourly: _____

APPOINTMENT

Start Date

Anticipated End Date
(If applicable)

Appointment Effort %: _____
(For additional employment)

Annual Salary: _____
(For additional employment)

Budget Amount: _____

Check One: Full-Time, Regular Benefited (40 hours)
 Full-Time, Partially Benefited (30-39 hours)
 Part-Time (20-25 hours)
 MSP (Central Office only)
 Students (0-20 hours when class is in session)
(40 hours max during recess periods)

Check One: Regular
 Temporary (e.g. grant-funded, student employment, etc.)

Supervisor Name

Supervisor Title

Supervisor Email

Name of Contact Person for Questions

Email

Phone Ext.

POSITION INFORMATION

Has Supervisor authority? Yes No

Will drive on CSUDH Toro Auxiliary Partners business? Yes No

POSITION/SALARY/ACCOUNT CHANGE (check all that apply)

Account Change

Current Account Number

Current Object Code

New Account Number

New Object Code

% of Charge

Current Account Number

Current Object Code

New Account Number

New Object Code

% of Charge

Current Account Number

Current Object Code

New Account Number

New Object Code

% of Charge

Current Account Number

Current Object Code

New Account Number

New Object Code

% of Charge

Position Change (Position Description must be attached indicating new job duties)

Current Job Title

New Job Title

Salary Change (Must provide justification in writing for change in salary)

Merit Promotion Equity Other Specify: _____

Current Per Period or Hourly Rate

Proposed New Per Period or Hourly Rate

% of Change

SIGNATURES (Transaction is not official without all required signatures and final HR approval)

_____ Employee	_____ Date	_____ Post-Award (Grants & Contracts Only)	_____ Date
_____ Supervisor	_____ Date	_____ Philanthropic Finance Manager (TAP Accounts Only)	_____ Date
_____ Principal Investigator (PI)	_____ Date	_____ Toro Auxiliary Partners HR	_____ Date
_____ Dean (Required for CSU Faculty)	_____ Date	_____ Chief People & Operations Officer (TAP Accounts Only)	_____ Date

Please submit the signed Personnel Transaction Request Form to the appropriate HR representative using the information to the right.
For Grants and Contracts accounts, Post-Award approval is required prior to submission.

Contact Name	Fund	Dropbox Link
Megan Rousseau	All Other Accounts	Submit Files
Martha Rafael Sepulveda	Grants & Contracts, Fund 20 & 50 (Accounts start with 5 or 2)	Submit Files