

STAFF/MPP PERSONNEL ACTION REQUEST

Please read 101 Guidelines for assistance with this form

PART I: EMPLOYEE INFORMATION											
Employee's Name (Last, First, Middle Initial):					Employee ID (current employee):			Recruitment # (if applicable)			
PART II: ACTION REQUESTED – See HR 101 Guidelines for definitions											
<input type="checkbox"/> Appointment – No Ending Date <input type="checkbox"/> Temporary Appointment – with Ending Date <input type="checkbox"/> Emergency Appointment <input type="checkbox"/> Additional/Concurrent Assignment (complete HR 101-S Form) <input type="checkbox"/> Additional/Concurrent Assignment – For Foundation, ASI or other CSU employee (contact Human Resources for instructions) <input type="checkbox"/> Reassignment (including Pay Plan Change) <input type="checkbox"/> Change from Temporary to Probationary/Permanent <input type="checkbox"/> Credit temp service to probationary period <input type="checkbox"/> Time Base Change – Permanent					<input type="checkbox"/> Salary Rate Change <input type="checkbox"/> Promotion <input type="checkbox"/> Credit temp reassignment service to probationary period <input type="checkbox"/> Reclassification Status in new classification: <input type="checkbox"/> Permanent <input type="checkbox"/> Probationary <input type="checkbox"/> Early Reinstatement from Full/Partial Leave <input type="checkbox"/> Rehired Annuitant Appointment (complete HR 101-R Form instead of HR 101 Form) <input type="checkbox"/> Demotion <input type="checkbox"/> Position Detail Change						
Effective Date of Action:		Ending Date (if temporary):			Supervisor's Name			Extension			
Explanation of Action:					Budget Specialist's Name			Extension			
PART III: POSITION/ASSIGNMENT INFORMATION											
FROM					TO						
Position No: _____		Position Pool ID: _____			Position No: _____		Position Pool ID: _____				
Primary Fund: <input type="checkbox"/> General Fund		<input type="checkbox"/> Other (specify): _____			Primary Fund: <input type="checkbox"/> General Fund		<input type="checkbox"/> Other (specify): _____				
Unit (Payck Delivery): _____		MPC Group ID#: _____			Unit (Payck Delivery): _____		MPC Group ID#: _____				
Current Assignment (Complete for Current Employee - Non-Recruitment Action)					Proposed Assignment (Complete only block(s) which differ from Current Assignment)						
College/Division		Department:			College/Division		Department:				
		Dept ID:					Dept ID:				
Classification Level (CSU Title)			Skill Level (if applicable)		Classification Level (CSU Title)			Skill Level (if applicable)			
Working Title (if applicable)					Working Title (if applicable)						
Job Code/Range or Grade (##### / #)					Job Code/Range or Grade (##### / #)						
FTE/Time Base - 0.0 to 1.0		Pay Period(s) Off (10/12 & 11/12 Plans)			FTE/Time Base - 0.0 to 1.0		Pay Period(s) Off(10/12 & 11/12 Plans)				
FT Monthly Salary Rate \$		Actual Salary Rate \$ per <input type="checkbox"/> Month <input type="checkbox"/> Hour			FT Monthly Salary Rate \$		Actual Salary Rate \$ per <input type="checkbox"/> Month <input type="checkbox"/> Hour				
Pre-employment requirements: <input type="checkbox"/> Fingerprinting: <i>Hr use</i> DOJ Cleared _____ FBI Cleared _____ <input type="checkbox"/> Drug Testing <input type="checkbox"/> License(s)/certificate(s) (if checked submit copy with HR101)					Charge#: Fund		Dept ID	Account	(Opt) Program	Class	
Reimbursed Moving Expenses (if applicable): Maximum amount authorized - \$					First Day Reporting Information (new assignments only): Reports to (Name): _____ Extension: Bldg & Rm#: _____ Date/Time:						
SIGNATURES/APPROVALS											
Employment Equity Facilitator (recruitment actions only)		Print Name		Extension		Signature		Date			
Director/Department Head or Chair		Print Name		Title		Signature		Date			
Dean/Division Head		Print Name		Title		Signature		Date			
Provost (for academic depts. only)		Print Name		Title		Signature		Date			
Human Resources		Comments:				Signature		Date			
HR Use Only	Probationary Period			Permanency		Evaluation Cycle				SSI	Documented by:
	Type	Starts	Ends	Date eligible:		1Q	2Q	3Q	4Q	Mo/Yr	Initials:
	1y 2y N	Date		MPP Job Code		Red Circle		Out of Class		Stipend	Date: