

HUMAN RESOURCES
HR 101 FORM GUIDELINES

PART I: EMPLOYEE INFORMATION		
Field	Description	Example
Employee's Name	Employee/Selected Applicant's Name	James, John R.
Employee ID	Current employee's Empl ID No. Applicant – Leave blank	000001234
Recruitment #	If action is a result of a recruitment	#108
PART II: ACTION REQUESTED		
Action	Description	
Appointment – No Ending Date	Initial hire to a probationary/permanent position as a result of recruitment.	
Temporary Appointment – with End Date	Initial hire to a temporary position as a result of recruitment.	
Emergency Appointment	Initial hire, <i>without recruitment</i> , to a short-term (60 to 90 days depending on applicable contract), hourly position as a result of an unanticipated "emergency" need.	
Additional/Concurrent Assignment	Appointment of a current employee to an additional, concurrent assignment. HR 101-S Form must be completed if the additional appointment is in a different department than employee's primary position.	
Reassignment (Voluntary or Management-directed)	Movement of a current employee to a different position, pay plan (e.g., 12/12 to 10/12), or department without a recruitment; or a "lateral transfer" with the same job code. A reassignment may or may not result in a salary change.	
Change from Temporary to Probationary or Permanent Position	Movement of a temporary employee to a probationary or permanent position. A department may request that temporary service be credited toward the probationary period – contact Human Resources for specific contractual requirements.	
Time Base Change – Permanent	A permanent reduction in time base for a probationary or permanent employee. <i>Do not use the HR 101 Form for a temporary reduction in time base</i> ; this action is processed as a temporary partial leave without pay. An HR 190 Form should be completed for all partial and full-time leaves.	
Salary Rate Change	Change in salary amount only; for example, an in-range progression or stipend.	
Promotion	Movement from one job classification to another with higher level duties and higher salary range as a result of a recruitment.	
Reclassification	A significant, permanent change in duties that results in a job code or skill level change (may be at a higher, lower, or equivalent level). Departments may require or waive the probationary period at the new classification level – contact HR for specific guidelines.	
Early Reinstatement from Full/Partial Leave of Absence	Return of an employee from a leave of absence earlier than the date initially approved.	
Retired Annuitant Appointment	Appointment of a retired, former employee to an hourly position. In accordance with the Government Code, retired annuitants cannot work more than 960 hours a year. The employee must designate whether this 960 hours will be based on a fiscal OR calendar year.	
Demotion (Voluntary or Management-directed)	Movement from one job classification to another with a lower level of duties and a lower salary range.	
Position Detail Change	Change in position information only such as funding source or Unit	
Separation	<i>Do not use the HR 101 Form</i> ; complete the HR 191 Form for resignations or dismissals.	

HR 101 GUIDELINES – Page 2

Field	Description	Example
Effective Date of Action	The date the requested assignment/action will begin	07/01/2001
Ending Date	The last date of the temporary assignment/action	06/30/2002
Supervisor's Name	The employee's/applicant's immediate supervisor	Steven Smith
Extension	Supervisor's campus extension	6-1234
Explanation of Action	Brief description of the requested action	Jane is returning early from her half-time LWOP.
PART III: POSITION/ASSIGNMENT INFORMATION		
Field	Description	Example
Budget Spec. Name/Ext	The individual to be contacted if there are questions regarding the position/account information	Barbara Peters 6-4567
Position No.	The 8-digit PeopleSoft position number	00000475
Position Pool ID:	The Position pool ID number. Identifies the pool of positions within a dept. that has the same funding source.	100
General Fund Other	Indicates primary funding source; typically, most will be General Fund.	GFND (General Fund)
Unit	Reporting unit; this code is used to determine paycheck delivery location	287
FROM/TO: For non-recruitment actions, complete the " FROM " section with the employee's current status and the " TO " section showing the proposed change. If the requested action is the result of a recruitment or involves a new hire, complete the " TO " section only.		
College/Division	College or Division name	College of Agriculture
Department	Department name	Human Resources
Department ID	The 6-digit PS Department code	115200
Classification Level	The CSU classification title	Network Analyst
Skill Level	Classification skill level, if applicable	Network Analyst/Foundation
Working Title	Working title of position, if applicable	Office Coordinator
Job Code/Range	The 4-digit CSU Class/Range code – see CSU salary schedule	1730/8 (Acctg Tech II, 10/12 plan)
FTE/Time Base	Time base based on full-time equivalent of 1.0	0.0 (hourly appt.) 0.5 (half-time)
Pay Period(s) off	For 10/12 and 11/12 plans only.	July and August
FT Monthly Salary Rate	The monthly base salary – see CSU salary schedule	\$2000
Actual Salary Rate	The actual salary, adjusted by time base	.5 = \$1000/month 0.0 = \$11.54/hour
Reimbursed Moving Expenses	A department may authorize reimbursement of a new employee's relocation/moving costs. Primarily used for MPP and hard-to-hire positions.	\$1,500
Pre-employment requirements/charge #	Indicates if a position requires fingerprinting or drug testing. The department's account number to be charged for such testing.	✕ Fingerprinting AD200-115200-603012
First Day Reporting Information	Information for the new employee's offer letter concerning when, where, and to whom to report.	Sally Jones; x6-6789; Bldg. 01, Room 110; August 15, 2001 at 8 a.m.
Signatures/Approvals	The names, titles, and signatures of the individuals authorized to approve the requested action. (For recruitment actions only, the Affirmative Action Facilitator also must sign the HR 101.) All Academic Departments must have both Dean and Provost approval.	Charles Smith, Dept. Head Jane Smothers, Dean