 **Staff/MPP Personnel Action Request**

**HR 101 FORM**

See [HR 101 Guidelines](https://afd.calpoly.edu/hr/docs/hrforms/HR101Guidelines%20201507.pdf) for assistance

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| **PART I: EMPLOYEE INFORMATION** |
| Employee’s Name (Last, First, MI): | Employee ID:  | Recruitment # (if applicable):  |
| **PART II: ACTION REQUESTED** |
| Actions involving **Additional/Concurrent Assignment** (Cal Poly Auxiliary or other CSU Employee) **use** [HR 101-S](http://afd.calpoly.edu/hr/docs/hrforms/HR101-S%20protected.docx) Form; **Rehired Annuitant Appointment** **use** [HR 101-R](https://afd.calpoly.edu/hr/docs/hrforms/HR101-R%20Protected.docx) Form; **Position Pool ID Change Only** **use** Position Funding Form\* |
| **COMPLETE POSITION FUNDING FORM\* FOR ACTIONS BELOW:**<https://afd.calpoly.edu/business_connection/documents/position_funding_form.docx>\*(Submit to Budget and Analytic Business Services Dept.)**[ ]  Appointment – No Ending Date -** following a recruitment**[ ]  Temporary Appointment – with Ending Date** - following a recruitment **Note: CSUEU Hourly/Intermittent positions cannot exceed 1000 hrs** **\*\*Is position expected to work 130 hours/month? YES [ ]  NO [ ]**  **[ ]  Position is funded by non-reoccurring grants or contracts****[ ]  Emergency Appointment** - 60 day (Unit 4)/90 day (Units 1, 2, 5, 6, 7, 9) **Note: CSUEU Hourly/Intermittent positions cannot exceed 1000 hrs** **\*\*Is position expected to work 130 hours/month? YES [ ]  NO [ ]** **[ ]  Promotion –** following a recruitment **[ ]  Credit temporary reassignment service to probationary period****[ ]  Reassignment** **[ ]  Demotion****[ ]  Deptid Change** (requires Head of Department signature only (below)) | **POSITION FUNDING FORM NOT REQUIRED FOR ACTIONS BELOW:****[ ]  Change from Temporary to Probationary/Permanent** **[ ]  Credit temporary service to probationary period****[ ]  Early Reinstatement from Full/Partial Leave****[ ]  Reclassification – Status: [ ]  Permanent [ ]  Probationary** **[ ]  Salary Rate Change** (e.g. IRP)**[ ]  Time Base Change – Status: [ ]  Permanent [ ]  Temporary**Use [HR190](https://afd.calpoly.edu/hr/docs/hrforms/HR190.docx) for employee requested time base reduction/partial leave without pay**[ ]  Title Change - MPP only****[ ]  Reports To Change** (requires Head of Department signature only (below))**[ ]  Unit Change** (requires Head of Department signature only (below))**[ ]  Other** (e.g., Bonus, Stipend) **–** describe in “Explanation of Action” below **Account Chartfield:** **[ ]  Pay Plan Change** (e.g. 10/12, 11/12, 12/12)

|  |  |  |  |
| --- | --- | --- | --- |
| Pay Plan  |  |  |  |
| Eff Date |  |  |  |
| Base Rate | **$** | **$** | **$** |

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| **PART III: COMPLETE FOR ALL ACTIONS** |
| Action Effective Date | Ending Date (if temp) | Supervisor   | Manager | Reports To (Absence Approver) | Reports To Position # |
| Explanation of Action:  |
| **PART IV: POSITION/ASSIGNMENT INFORMATION**  |
| **FROM** | **Current Assignment**(Complete for Current Employee) | **TO** | **Proposed Assignment** (Complete only block(s) that differ from Current Assignment)  |
| Position #:  | Pos Pool ID:   | Unit (Paychk Delivery):  | Position #:  | Pos Pool ID:   | Unit (Paychk Delivery):  |
| College/Division | Working Title (MPP only) | College/Division | Working Title (if applicable; MPP only) |
| Department | Department ID (######) | Department | Department ID (######) |
| Job Classification (CSU Title) | Job Code (####) | Job Classification (CSU Title) | Job Code (####) |
| Grade/Range (CSU Skill Level) – if applicable | Grade/Range Code (#) | Grade/Range (CSU Skill Level) - if applicable | Grade/Range Code (#) |
| FTE/Time Base - 0.0 to 1.0 | Month(s) Off (for 10/12 & 11/12 Pay Plans) | FTE/Time Base - 0.0 to 1.0 | Month(s) Off (for 10/12 & 11/12 Pay Plans) |
| FT Monthly Salary Rate$ | Actual Salary Rate (if PT or hourly) $  per [ ]  Month [ ]  Hour | FT Monthly Salary Rate$ | Actual Salary Rate (if PT or hourly) $  per [ ]  Month [ ]  Hour |
| **Recruitment Actions Only – Approved Salary Range: From:** **$       To: $** |
| [ ]  **Drug Testing** | [ ]  **CSU Vacation Transfer** (Employee Data Transfer [612 Form](http://afd.calpoly.edu/payroll/forms/612.pdf))**# Hours:**  | [ ]  **Recruitment Bonus: $** (MPP must be from non-general funds) **Account Chartfield:**       | [ ]   **MPP Supplemental Compensation**(requires prior CO approval via campus HR)**Account Chartfield:**       |
| [ ]  **Fingerprinting** | [ ]  **License(s)/Certificate(s)** (if checked, submit copy with HR101) | [ ]  **Reimbursed Moving Expenses:** Maximum amount authorized:  **$** | **Car:** **$**  | **Housing:** **$****# Months:**  | **Other:**      **$** |
| **SIGNATURES/APPROVALS** |
| **HR101 Completed by** | **Name** | **Ext: 6-** |  |
| **Budget Specialist** (Certified sufficient funds are available) | **Name**  |  | **Signature** | **Date** |
| **Head of Department** (Director, Dept Head/Chair) | **Name**  | **Title**  | **Signature** | **Date** |
| **Dean/Division Head** | **Name** | **Title**  | **Signature** | **Date** |
| **Provost**(Academic Affairs depts only) | **Name** | **Title**  | **Signature** | **Date** |
| **HUMAN RESOURCES** |
| **Human Resources** | **Comments: Signature Date** |
| DOJ Cleared | FBI Cleared | Prob Per1y 2y N | Prob Ends | Perm Elig | Red Circle  | MPP Job Code\_\_ - \_\_\_\_ - \_\_ | MPP Supp Comp Appr | Degree Confirmed | ACA 130 hr/mo email to Benefits | Bonus Earn ID print for Payroll | Doc by/Date |

**\*\*Assessment required at time of appointment. Failure to act may result in Affordable Care Act penalty of up to $5,000 per employee.**