



## EMPLOYEE REQUISITION/PERSONNEL ACTION REQUEST FORM

Please follow the Requisition Guidelines for assistance. **Incomplete Requisitions will be returned to the Preparer and will delay requested transaction.**

GENERAL INFORMATION						
Date	Preparer's Name	Department			Extension	
<input type="checkbox"/> Revised Requisition		<input type="checkbox"/> Recruited Position <input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position: (Previous Incumbent) _____				
PART I: EMPLOYEE INFORMATION						
Division				Employee Group: <input type="checkbox"/> Faculty <input type="checkbox"/> MPP <input type="checkbox"/> Staff		
Employee ID#		Employee's Legal Name    Last, First, Middle Initial (Leave blank for Recruitment)				
<input type="checkbox"/> General Fund <input type="checkbox"/> Non-General Fund		Notes				
PART II: ACTION REQUESTED – (Select ALL that apply) See Guidelines for definitions						
<input type="checkbox"/> Appointment <input type="checkbox"/> Temporary Appointment <input type="checkbox"/> Concurrent <input type="checkbox"/> Extended Temporary Appointment <input type="checkbox"/> Retired Annuitant Appointment (Limited to 960 hrs per Fiscal year) <input type="checkbox"/> Reassignment (If temporary, include Ending Date below) <input type="checkbox"/> Emergency Hire		<input type="checkbox"/> Time Base Change <input type="checkbox"/> Demotion <input type="checkbox"/> Reclassification <input type="checkbox"/> In-Range/In-Class Progression			<input type="checkbox"/> Working Title Change <input type="checkbox"/> Supervisor Change <input type="checkbox"/> Stipend for: <input type="checkbox"/> CSUEU 5 <input type="checkbox"/> CSUEU 7 <input type="checkbox"/> CSUEU 9 <input type="checkbox"/> SUPA 8	
Effective Date of Action:	Ending Date (if temporary):	Explanation of Action:				
PART III: POSITION/ASSIGNMENT INFORMATION						
FROM	Current Assignment - Complete all Blocks (Leave Blank for Recruitment)			TO	Proposed Assignment – Complete all Blocks	
Home Dept Code	Home Department Name	Unit Code		Home Dept Code	Home Department Name	Unit Code
Class (Job) Code	Range or Grade	Position #		Class (Job) Code	Range or Grade	Position #
Classification Title			Classification Title			
Working Title			Working Title			
Reports to Administrator's Name/Title (MPP)			Reports to Administrator's Name/Title (MPP)			
FTE/Time Base	Pay Plan	<input type="checkbox"/> AC YR <input type="checkbox"/> 10/12	FTE/Time Base			
		<input type="checkbox"/> 12 MO <input type="checkbox"/> 11/12	Pay Plan			
FT Monthly Salary Rate	Actual Salary Rate	Stipend Amt	FT Monthly Salary Rate	Actual Salary Rate	Stipend Amt	
\$	\$ <input type="checkbox"/> Mo <input type="checkbox"/> Hr	\$    (Mo)	\$	\$ <input type="checkbox"/> Mo <input type="checkbox"/> Hr	\$    (Mo)	
PART IV: SIGNATURES/APPROVALS (Complete only those required)						
Name of Administrator/Title:		Signature:		Date:	Extension:	
Name of Department/Division Director:		Signature:		Date:	Extension:	
Name of Department Budget Officer:		Signature:		Date:	Extension:	
Name of Vice President/Designee:		Signature:		Date:	Extension:	
PART V: HR USE ONLY						
Req #:	Reimbursed Moving Expenses(if applicable) Maximum Amount Authorized - \$	In-Class or Re-Class Approved % :	Transfer of Credits from another State Agency: Vacation:                      Data Transfer Form Received <input type="checkbox"/>			
Probationary Period		Permanency	MPP Job Code:	Documented by:		
Begin:	End:	Date Eligible:		Initials:	Date:	
Action Reason:		Tran Code:				
Initial and Date						
Log	HR Review	Recruiter	Payroll	Letter	HR Assistant	Data Entry

<b>General Information</b>	
Date	Date form is prepared
Preparer's Name	The name of the person completing the requisition form
Department	Requesting Department
Extension	Telephone extension for the person completing the form
Revised Requisition	Check for revision or correction of an original requisition
Recruited Position	New or Replacement position that is recruited
<b>Part I: Employee Information</b>	
Division	Requesting Division
Employee Group	Select appropriate employee group - Faculty/MPP/Staff
Employee ID #	Unique identification number
Employee's Legal Name	Employee or selected applicant's legal name
General Fund/Non-General Fund	Check the appropriate box
Notes	Additional information, if needed
<b>Part II: Employee Information</b>	
Appointment	Initial hire to a recruited probationary/permanent position
Temporary Appointment	Initial hire to a recruited temporary appointment
Concurrent Assignment	Appointment to an additional, concurrent assignment
Extended Temporary Appointment	Extend an existing temporary appointment
Retired Annuitant Appointment	Appointment of a retired, former employee to an hourly position
Reassignment	Voluntary or management directed movement
Emergency Hire	Non-recruited appointment for a short-term position (60-90 days)
Time Base Change	A change in time-base. An increase may require recruitment
Demotion	Change in job classification with lower duties and salary range
Reclassification	A significant, permanent change in duties that results in a job code or skill level change
In-Range/In-Class Progression	In-Range progression is an increase in salary within a salary range. In-Class progression is movement from one skill level to a higher skill level within a classification.
Working Title Change	Change of working title without change to current class code title
Supervisor Change	Change in Supervisor to whom an employee reports
Stipend	Indicate the unit for which a stipend payment will be made
Effective Date of Action and Ending Date	Date the requested assignment/action will begin and end (if temp)
Explanation of Action	For example - "Filling position vacated by XX"
<b>Part III: Position/Assignment Information</b>	
Home Department Code	Code for Department that owns the position
Home Department Name	Name of Department that owns the position
Unit Code	Payroll Warrant Code
Class (Job) Code	CSU 4-digit classification code aka Job Code
Range or Grade	CSU specific range or grade for the class code
Position #	Position Number provided by Budget
Classification Title	CSU classification title
Working Title	Working title of the position
Reports to Administrator's Name/Title	Must be MPP – Position who will approve Absence Management
FTE/Time Base	Time Base based on a Full-Time Equivalent (FTE) of 1.0
Pay Plan (Months Off for 10/12 & 11/12 Plans)	Identify two months off for 10/12 plans. Identify one month off for 11/12 plan. Check AC YR for Academic Year positions
FT Monthly Salary Rate	Monthly base salary
Actual Salary Rate	Actual salary adjusted by time-base. Monthly for salaried employees and hourly for intermittent employees
Stipend Amount	Amount of monthly stipend
<b>Part IV: Signatures/Approvals:</b>	
The names, title, and signature of the individuals authorized to approve the requested action	