Channel Islands
CALIFORNIA STATE UNIVERSITY

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

☐ **Revised Requisition**

☐ **Recruited Position**
☐ New Position ☐ Replacement Position: (Previous Incumbent) _____

PART I: EMPLOYEE INFORMATION

Division	Employee Group: ☐ Faculty ☐ MPP ☐ Staff

Employee ID#	Employee's Legal Name Last, First, Middle Initial *(Leave blank for Recruitment)*

☐ **General Fund**
☐ **Non-General Fund**

Notes

PART II: ACTION REQUESTED – (Select ALL that apply) See Guidelines for definitions

☐ **Appointment**	☐ **Time Base Change**	☐ **Working Title Change**
☐ **Temporary Appointment** ☐ **Concurrent**	☐ **Demotion**	☐ **Supervisor Change**
☐ **Extended Temporary Appointment**	☐ **Reclassification**	☐ **Stipend for:**
☐ **Retired Annuitant Appointment (**Limited to 960 hrs per Fiscal year)	☐ **In-Range/In-Class Progression**	☐CSUEU 5 ☐CSUEU 7
☐ **Reassignment (If temporary, include Ending Date below)**		☐CSUEU 9 ☐SUPA 8
☐ **Emergency Hire**		☐APC 4

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 ☐ AC YR ☐ 10/12 ☐ 12 MO ☐ 11/12		FTE/Time Base	Pay Plan ☐ AC YR ☐ 10/12 ☐ 12 MO ☐ 11/12	
FT Monthly Salary Rate $	Actual Salary Rate $ ☐ Mo ☐ Hr	Stipend Amt $ (Mo)	FT Monthly Salary Rate $	Actual Salary Rate $ ☐ Mo ☐ Hr	Stipend Amt $ (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 ☐

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 Asstistant	Data Entry

California State University Channel Islands **Requisition Form/Personnel Action Guidelines**

General Information	
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
Part I: Employee Information	
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
Part II: Employee Information	
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"
Part III: Position/Assignment Information	
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
Part IV: Signatures/Approvals:	
The names, title, and signature of the individuals authorized to approve the requested action	