
Faculty Affairs Review Process

for ETF Transactions (Guide)

❖ Purpose of this guide

This guide has been designed to illustrate the fields that are required to be completed for the various types of ETF's that relate to faculty appointments. Although you may have filled in information in the past for the fields that are indicated as "Leave Blank" going forward we ask you to leave them blank to expedite the review process. Please follow the examples that are imbedded.

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Full-time Department Chair Appointment

- ✓ Check that all fields are filled out for #1-21
 - #1. TYPE:
 - ✚ Select: Faculty
 - #2. Rehired Annuitant:
 - ✚ Leave Blank
 - #3. PeopleSoft Employee ID No:
 - ✚ CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - ✚ Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ✚ Enter: 2481- Department Chair 12 month or 2482- Department Chair- AY
 - #6. Department:
 - ✚ Enter: Department the faculty is being paid from
 - #7. College/Division:
 - ✚ Enter: College/Division that the faculty are being paid from
 - #8. Working Title:
 - ✚ Enter: Department Chair – 12 month or Department Chair AY
 - #9. Enter: Supervisor & Extension:
 - ✚ Fill in
 - #10 & 11. Other employment:
 - ✚ Leave Blank
 - #12-15: Position:
 - ✚ #12&14
 - ✚ PS Position Number- Must be tied to dept/unit/job code.
 - ✚ Unit- unit position number is tied to
 - ✚ Job Code- enter **2481 or 2482**
 - ✚ Grade- same as 2360- Instr Fac AY grade
 - ✚ Record number- Leave Blank
 - ✚ Time Base- Units or hours – units assigned
 - ✚ #13&15: Concurrent Position:
 - ✚ Leave Blank
 - #16 – 21. Appointment Dates:
 - ✚ #16 – Enter appointment dates – ONLY
 - ✚ Effective Date: Start of appointment
 - ✚ Expires on or Before: End date of appointment.

Effective Date		
Month	Day	Year
8	01	24

Expires on or Before		
Month	Day	Year
8	18	25

- #17. Action/Reason:
 - Leave Blank
- #18. Enter Compensation Rate:
 - Base- NEW Chair Base Pay (located in chair calculator)
 - Actual- Leave Blank
 - Select Month

FOLLOW INSTRUCTIONS BELOW:											
\$	11,092.00										
	Base Pay	Numerator	Denominator	Chair Salary		Chair Stipend	College Stipend	Total Stipend	New Chair Base Pay	Total Chair Salary	
CLASS 2481, ONLY	\$12,756.00	15	15	\$12,756.00	8.50%	\$1,084.26	\$160.00	\$1,244.26	\$14,000.00	\$14,000.00	

- #19. Work schedule
 - Leave Blank
- #20. Remarks
 - Should be written in this way-

20. Remarks: New Dept Chair; 1 year TERM, including \$160.00 stipend amount

- #21. Document prepared by:
 - Fill in

ETF SAMPLE:

Department Chair Appointment

DEPT CHAIR Appointment

Clear form
Print

Employee Transaction Form

California State University, Los Angeles

1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> MPP	<input type="checkbox"/> Student <input type="checkbox"/> TA <input type="checkbox"/> GA	2. [Redacted]	3. PeopleSoft Employee ID No. 300001155	4. Legal Name (Last, First, Middle) Bon, Jovi
5. Job Classification Description 2481 - Department Chair 12 mo		6. Department Music		7. College/Division Arts & Letters
8. Working Title Department Chair 12 month			9. Supervisor & Extension Mrs. Bon Jovi -33777	
10. Other Current CSU Auxiliary Employment (including Cal State L.A.) <input type="checkbox"/> [Redacted]			11. Institution where highest degree earned - Degree Month Year [Redacted]	

Contact department/college/division resource manager for the position and chart field information

12. Position <table style="width: 100%; font-size: x-small;"> <tr> <th>PS Position #</th> <th>Unit</th> <th>Job Code</th> <th>Grade</th> <th>Rec</th> <th>Time Base</th> <th>Hours</th> <th>Units</th> </tr> <tr> <td>0000xxxx</td> <td>xxx</td> <td>2481</td> <td>5</td> <td>[Redacted]</td> <td></td> <td></td> <td>15</td> </tr> </table>					PS Position #	Unit	Job Code	Grade	Rec	Time Base	Hours	Units	0000xxxx	xxx	2481	5	[Redacted]			15	13. Concurrent Position [Redacted]				
PS Position #	Unit	Job Code	Grade	Rec	Time Base	Hours	Units																		
0000xxxx	xxx	2481	5	[Redacted]			15																		
14. Position Chart Field <table style="width: 100%; font-size: x-small;"> <tr> <th>Account:</th> <th>Fund:</th> <th>Dept. ID:</th> <th>Program:</th> </tr> <tr> <td>601101</td> <td>SFxxx</td> <td>xxxxxx</td> <td></td> </tr> </table>					Account:	Fund:	Dept. ID:	Program:	601101	SFxxx	xxxxxx		15. Concurrent Position Chart Field [Redacted]												
Account:	Fund:	Dept. ID:	Program:																						
601101	SFxxx	xxxxxx																							

16. Appointment Dates <div style="border: 1px solid black; height: 100px; margin: 5px 0;"></div> <div style="display: flex; justify-content: space-between;"> <div> Effective Date <table style="width: 100%; font-size: x-small;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>8</td><td>01</td><td>24</td></tr> </table> </div> <div> Expires on or Before <table style="width: 100%; font-size: x-small;"> <tr><th>Month</th><th>Day</th><th>Year</th></tr> <tr><td>8</td><td>18</td><td>25</td></tr> </table> </div> </div>	Month	Day	Year	8	01	24	Month	Day	Year	8	18	25	17. Action/Reason <div style="border: 1px solid black; height: 100px; margin: 5px 0;"></div>	18. Compensation Rate <table style="width: 100%; font-size: x-small;"> <tr> <td>Base</td> <td>Actual</td> <td></td> </tr> <tr> <td>\$ 14000</td> <td>\$ [Redacted]</td> <td></td> </tr> <tr> <td colspan="3"> Concurrent Position \$ [Redacted] \$ [Redacted] </td> </tr> </table> <div style="font-size: x-small;"> <input checked="" type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Hour <input type="checkbox"/> Unit <input type="checkbox"/> Semester </div>	Base	Actual		\$ 14000	\$ [Redacted]		Concurrent Position \$ [Redacted] \$ [Redacted]		
Month	Day	Year																					
8	01	24																					
Month	Day	Year																					
8	18	25																					
Base	Actual																						
\$ 14000	\$ [Redacted]																						
Concurrent Position \$ [Redacted] \$ [Redacted]																							

19. Work Schedule <div style="border: 1px solid black; height: 100px; margin: 5px 0;"></div>	20. Remarks: New Dept Chair; 1 year TERM, including \$160.00 stipend amount
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21. This Document Prepared By
 Stella Rose

Ext: 31515

*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

- ✓ ETF
- ✓ Offer Letter signed with FA approval
- ✓ Dept Chair calculator (Excel calculator- safe as PDF)

➤ Questions, please contact your Resource Manager or Administrator.

Split-Department Chair Appointment

- ✓ Check that all fields are filled out for #1-21
 - #1. TYPE:
 - ✚ Select: Faculty
 - #2. Rehired Annuitant:
 - ✚ Leave Blank
 - #3. PeopleSoft Employee ID No:
 - ✚ CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - ✚ Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ✚ Enter: 2481- Department Chair 12 month or 2482- Department Chair- AY
 - #6. Department:
 - ✚ Enter: Department the faculty is being paid from
 - #7. College/Division:
 - ✚ College/Division that the faculty are being paid from
 - #8. Working Title:
 - ✚ Enter: Department Chair – 12 month or Department Chair-AY
 - #9. Enter Supervisor & Extension:
 - ✚ Fill in
 - #10 & 11. Other Employment:
 - ✚ Leave Blank
 - #12-15: Position:
 - ✚ #12&14: (Department Chair Line)
 - ✚ POS Number- Must be an active number
 - ✚ Unit- unit position number is tied to
 - ✚ Job Code- enter **2481 or 2482**
 - ✚ Grade- same as 2360- Instr Fac AY grade
 - ✚ Record number- Leave Blank
 - ✚ Time Base- UNITS or Hours – units assigned to dept chair
 - ✚ #13&15: Concurrent Position (Faculty Line):
 - ✚ POS Number- current faculty pos number
 - ✚ Unit- unit pos# is tied to
 - ✚ Job Code- **2360 or 2361**
 - ✚ Grade- current grade in PeopleSoft
 - ✚ Record- leave blank
 - ✚ Time base- Units assigned for faculty line
 - #16 – 21: Appointment Dates:

- #16 - Enter appointment dates – ONLY
 - Effective Date: Start of appointment
 - Expires on or Before: End date of appointment.

Effective Date		
Month	Day	Year
8	01	24
Expires on or Before		
Month	Day	Year
8	18	25

- #17. Action/Reason:
 - Leave Blank
- #18. Enter Compensation Rate:
 - Base- NEW Chair Base Pay (located in chair calculator)
 - Concurrent Rate- enter Instructional Faculty base rate

FOLLOW INSTRUCTIONS BELOW:											
\$	11,006.00										
	Base Pay	Numerator	Denominator	Chair Salary		Chair Stipend	College Stipend	Total Stipend	New Chair Base Pay	Total Chair Salary	
CLASS 2481, ONLY	\$12,657.00	9	15	\$7,594.20	8.50%	\$645.51	\$160.00	\$1,342.51	\$14,000.00	\$8,400.00	

- Select Month
- #19. Work schedule:
 - Leave Blank
- #20. Remarks:
 - Should be written in this way-

20. Remarks:
 New Dept Chair; 1 year TERM, including \$160.00 stipend amount

- #21. Document prepared by:
 - Fill in

ETF SAMPLE:

Department Chair Split Appointment

Clear form

Print

Employee Transaction Form

California State University, Los Angeles

Dept Chair
Split Appointment

1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student		2. [Redacted]		3. PeopleSoft Employee ID No. xxxxxxxx		4. Legal Name (Last, First, Middle) Smith, Joe													
5. Job Classification Description 2481 - Department Chair 12 mo		6. Department Sociology		7. College/Division NSS															
8. Working Title Department Chair 12 month				9. Supervisor & Extension name/3-xxxx															
10. [Redacted]				11. [Redacted]															
Contact department/college/division resource manager for the position and chart field information																			
12. Position				13. Concurrent Position															
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units	Time Base												
0000xxxx	xxx	2481				7.5													
14. Position Chart Field				15. Concurrent Position Chart Field															
Account:	Fund:	Dept. ID:	Program:		Account:	Fund:	Dept. ID:												
xxxxx	xxxxx	xxxxx			xxxxx	xxxxx	xxxxx												
16. Appointment Dates				17. Action/Reason		18. Compensation Rate													
[Redacted]				[Redacted]		<div style="display: flex; justify-content: space-between;"> <div> <div>Base</div> <div>\$ 11000</div> </div> <div> <div>Actual</div> <div>\$ [Redacted]</div> </div> </div>													
						<div style="display: flex; justify-content: space-between;"> <div> <div>Concurrent Position</div> <div>\$ 9548</div> </div> <div> <div>Step:</div> <div>[Redacted]</div> </div> </div>													
<div style="display: flex; justify-content: space-between;"> <div> <div>Effective Date</div> <table border="1" style="font-size: small;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>8</td><td>1</td><td>xx</td></tr> </table> </div> <div> <div>Expires on or Before</div> <table border="1" style="font-size: small;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>8</td><td>18</td><td>XX</td></tr> </table> </div> </div>				Month	Day	Year	8	1	xx	Month	Day	Year	8	18	XX	19. Work Schedule		20. Remarks:	
Month	Day	Year																	
8	1	xx																	
Month	Day	Year																	
8	18	XX																	
[Redacted]				[Redacted]		Interim Department chair; 1 year TERM, including \$160.00 stipend amount.													
21. This Document Prepared By						Ext:													

*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

- ✓ ETF
- ✓ Offer Letter signed with FA approval
- ✓ Dept Chair calculator (Excel calculator- safe as PDF)

➤ Questions, please contact your Resource Manager or Administrator.

FERP Appointment

- ✓ Check that all fields are filled out for #1-21
 - #1. TYPE:
 - ✚ Select: Faculty
 - #2. Rehired Annuitant:
 - ✚ Leave Blank
 - #3. PeopleSoft Employee ID No:
 - ✚ CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - ✚ Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ✚ Enter: 2360 – Instr Fac AY
 - #6. Department:
 - ✚ Enter: Department the faculty is being paid from
 - #7. College/Division:
 - ✚ College/Division that the faculty are being paid from
 - #8. Working Title:
 - ✚ Enter: Instr Fac AY - FERP
 - #9. Enter Supervisor & Extension:
 - ✚ Fill in
 - #10 & 11: Other employment
 - ✚ Leave Blank
 - #12-15: Position:
 - ✚ #12&14:
 - ✚ POS Number- Must be an active number
 - ✚ Unit- unit position number is tied to
 - ✚ Job Code- enter **2360 or 2361**
 - ✚ Grade- current grade in PeopleSoft
 - ✚ Record number- Leave Blank
 - ✚ Time Base- UNITS – units assigned
 - ✚ #13&15: Concurrent Position:
 - ✚ Leave Blank
 - #16 – 21: Appointment Dates:
 - ✚ #16. – Enter appointment dates - ONLY
 - ✚ Effective Date: Start of appointment
 - ✚ Effective on or Before: End date of appointment.

Effective Date		
Month	Day	Year
8	19	xx

Expires on or Before		
Month	Day	Year
12	xx	xx

FALL

Effective Date		
Month	Day	Year
8	19	xx

Expires on or Before		
Month	Day	Year
5	xx	xx

Academic Year

Effective Date		
Month	Day	Year
1	xx	xx

Expires on or Before		
Month	Day	Year
5	xx	xx

SPRING

- #17. Action/Reason:
 - Leave Blank
- #18. Compensation:
 - Base-** Enter – **Actual:** Leave Blank
 - Select Month
- #19. Work schedule:
 - Leave Blank
- #20. Remarks:
 - Should be written in this way-

20. Remarks:

FERP;
ENGL 2710-01 (3 units)
ENGL 2310-02 (3 units)

- #21. Document prepared by:
 - Fill in

ETF SAMPLE:
FERP Appointment

FERP Appointment

Clear form
Print

Employee Transaction Form

California State University, Los Angeles

1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> MPP	<input type="checkbox"/> Student <input type="checkbox"/> TA <input type="checkbox"/> GA	2. [Redacted]	3. PeopleSoft Employee ID No. XXXXXXXX	4. Legal Name (Last, First, Middle) Smith, Joe
5. Job Classification Description 2360- Instr Fac AY		6. Department English		7. College/Division
8. Working Title Instr Fac AY - FERP			9. Supervisor & Extension name/3-xxxx	
10. [Redacted]			11. [Redacted]	

Contact department/college/division resource manager for the position and chart field information

12. Position					Time Base		13. Concurrent Position		Time Base
PS Position #	Unit	Job Code	Grade	Rec	Hours	Units			
0000xxxx	xxx	2360	5	[Redacted]		6			

14. Position Chart Field				15. Concurrent Position Chart Field			
Account:	Fund:	Dept. ID:	Program:				
xxxxx	xxxxx	xxxxx					

16. Appointment Dates <div style="text-align: center; font-size: 0.7em;">Effective Date</div> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="font-size: 0.6em;">Month</td> <td style="font-size: 0.6em;">Day</td> <td style="font-size: 0.6em;">Year</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">19</td> <td style="text-align: center;">xx</td> </tr> </table> <div style="text-align: center; font-size: 0.7em;">Expires on or Before</div> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="font-size: 0.6em;">Month</td> <td style="font-size: 0.6em;">Day</td> <td style="font-size: 0.6em;">Year</td> </tr> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">xx</td> <td style="text-align: center;">xx</td> </tr> </table>	Month	Day	Year	8	19	xx	Month	Day	Year	12	xx	xx	17. Action/Reason <div style="height: 80px;"></div> <div style="font-size: 0.7em;"> <input type="checkbox"/> Other (Indicate in Remarks box) </div>	18. Compensation Rate <div style="display: flex; justify-content: space-between;"> <div> Base \$ 9500 </div> <div> Actual \$ [Redacted] </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> Concurrent Position \$ [Redacted] </div> <div> Step: [Redacted] </div> </div> <div style="font-size: 0.7em; margin-top: 5px;"> <input checked="" type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Hour <input type="checkbox"/> Unit <input type="checkbox"/> Semester </div>
Month	Day	Year												
8	19	xx												
Month	Day	Year												
12	xx	xx												

19. Work Schedule <div style="height: 80px;"></div>	20. Remarks: FERP; ENGL 2710-01 (3 units) ENGL 2310-02 (3 units)
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21. This Document Prepared By	Ext:
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*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

- ✓ ETF
 - ✓ Faculty Early Retirement Program (FERP) Form
 - ✓ Appointment Letter
 - ✓ SU6
- Note: If the FERP is spread over two semesters please submit ONE ETF for the entire academic year with ONE appointment letter.
- Questions, please contact your Resource Manager or Administrator.

NEW T-TT Appointment

✓ Check that all fields filled out #1-21

- #1. TYPE:
✚ Select: Faculty
- #2. Rehired Annuitant:
✚ Leave Blank
- #3. PeopleSoft Employee ID No:
✚ CIN – Blank, will get generated when HRM process ETF
- #4. Legal Name:
✚ Legal name should be the same as the Official Transcripts or PageUP Application
- #5. Job Classification Description:
✚ Enter: 2360 – Instr Fac AY
- #6. Department:
✚ Enter: Department the faculty is being paid from
- #7. College/Division:
✚ College/Division that the faculty are being paid from
- #8. Working Title:
✚ Enter: Assistant Professor, Associate Professor or Professor (refer to the appointment letter or recruitment)
- #9. Enter Supervisor & Extension:
✚ Fill in
- #10. Other employment:
✚ Leave Blank
- #11. Institution where highest degree earned:
✚ Enter: Institution where highest degree earned
✚ Enter: Degree (ex: Ph.D, MFA, ect)
✚ Enter: Month & Year degree as conferred

11. Institution where highest degree earned	Degree	Month	Year
University of Florida	Ph.D.	08	21

- #12-15: Position:
 - ✚ #12&14
 - ✚ POS Number- Must be an active number
 - ✚ Unit- unit position number is tied to
 - ✚ Job Code- enter **2360** or **2361**

Grade- according to the salary schedule

Class Code	Range Code	Class Title	Effective Date
2360		INSTRUCTIONAL FACULTY - ACADEMIC YEAR	
	3	ASSISTANT PROFESSOR	07/01/2024
	4	ASSOCIATE PROFESSOR	07/01/2024
	5	PROFESSOR	07/01/2024

Record number- Leave Blank

Time Base: UNITS or Hours – units assigned

#13&15: Concurrent Position:

Leave Blank

• #16 – 21: Appointment Dates:

#16 – Enter appointment dates: Effective date ONLY

Select: Fall____ or Spring ____

Effective Date: Start of appointment

16. Appointment Dates

☐ 10-Month* *Indicate months off in box 20, "Remarks"

☐ 11-Month*

☐ 12-Month

☐ Academic Year 20 ____/20 ____

☒ Fall 20 ____ 24

☐ Spring 20 ____

Effective Date

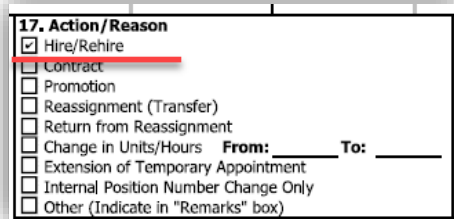
Month	Day	Year
08	19	24

Expires on or Before

Month	Day	Year

H&M IIS

- #17. Action/Reason:
 - Select: HIRE/REHIRE



17. Action/Reason

☒ Hire/Rehire

☐ Contract

☐ Promotion

☐ Reassignment (Transfer)

☐ Return from Reassignment

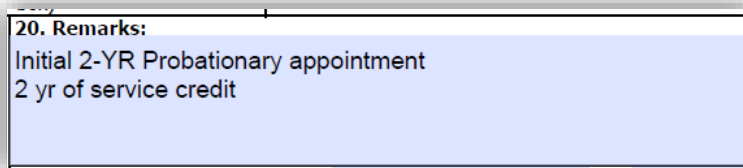
☐ Change in Units/Hours **From:** _____ **To:** _____

☐ Extension of Temporary Appointment

☐ Internal Position Number Change Only

☐ Other (Indicate in "Remarks" box)

- #18. Compensation:
 - Enter: Base
 - Select Month
- #19. Work Schedule:
 - Leave Blank
- #20. Remarks:
 - Should be entered as-



20. Remarks:

Initial 2-YR Probationary appointment
2 yr of service credit

NOTE: If they are ABD then please enter it in the remarks comments as well.

- #21. Documents prepared by:
 - Fill in

ETF SAMPLE

New T-TT Appointment

Clear form

Print

Employee Transaction Form

California State University, Los Angeles

Requisition # **New T-TT Appointment**

1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> TA <input type="checkbox"/> MPP <input type="checkbox"/> GA		2. [Redacted]		3. PeopleSoft Employee ID No.		4. Legal Name (Last, First, Middle) Lopez, Lacey																												
5. Job Classification Description 2360 Instructional Faculty			6. Department Sociology			7. College/Division NSS/AA																												
8. Working Title Assistant Professor						9. Supervisor & Extension Minni Mouse, 36789																												
10. Other Current CSU/Auxiliary Employment (including Cal State LA)? [Redacted]						11. Institution where highest degree earned University of California		Degree Ph.D	Month 5	Year 21																								
Contact department/college/division resource manager for the position and chart field information																																		
12. Position						13. Concurrent Position																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>PS Position #</th> <th>Unit</th> <th>Job Code</th> <th>Grade</th> <th>Rec</th> <th>Time Base</th> </tr> <tr> <td>0000xxxx</td> <td>xxx</td> <td>2360</td> <td>3</td> <td>[Redacted]</td> <td>15</td> </tr> </table>						PS Position #	Unit	Job Code	Grade	Rec	Time Base	0000xxxx	xxx	2360	3	[Redacted]	15	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>PS Position #</th> <th>Unit</th> <th>Job Code</th> <th>Grade</th> <th>Rec</th> <th>Time Base</th> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> </table>					PS Position #	Unit	Job Code	Grade	Rec	Time Base	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
PS Position #	Unit	Job Code	Grade	Rec	Time Base																													
0000xxxx	xxx	2360	3	[Redacted]	15																													
PS Position #	Unit	Job Code	Grade	Rec	Time Base																													
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]																													
14. Position Chart Field						15. Concurrent Position Chart Field																												
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Account:	Fund:	Dept. ID:	Program:																															
XXXXX	XXXXX	XXXXX																																
16. Appointment Dates			17. Action/Reason				18. Compensation Rate																											
<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> From: [Redacted] To: [Redacted] </div> <div style="display: flex; justify-content: space-between;"> Month: [Redacted] Day: [Redacted] Year: [Redacted] </div> </div>			<input checked="" type="checkbox"/> Hire/Rehire <input type="checkbox"/> Contract <input type="checkbox"/> Promotion <input type="checkbox"/> Reassignment (Transfer) <input type="checkbox"/> Return from Reassignment <input type="checkbox"/> Change in Units/Hours <input type="checkbox"/> Extension of Temporary Appointment <input type="checkbox"/> Internal Position Number Change Only <input type="checkbox"/> Other (Indicate in "Remarks" box)				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Base</th> <th>Actual</th> </tr> <tr> <td>\$ 7031</td> <td>\$ [Redacted]</td> </tr> </table>				Base	Actual	\$ 7031	\$ [Redacted]																				
Base	Actual																																	
\$ 7031	\$ [Redacted]																																	
<input checked="" type="checkbox"/> Fall 20 [Redacted] 24 <input type="checkbox"/> Spring 20 [Redacted]							<input checked="" type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Hour <input type="checkbox"/> Unit <input type="checkbox"/> Semester																											
Effective Date <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Month</th> <th>Day</th> <th>Year</th> </tr> <tr> <td>8</td> <td>19</td> <td>24</td> </tr> </table> Expires on or Before <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Month</th> <th>Day</th> <th>Year</th> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> </table>			Month	Day	Year	8	19	24	Month	Day	Year	[Redacted]	[Redacted]	[Redacted]	19. Work Schedule [Redacted]				20. Remarks: Initial 2-YR Probationary Appointment *2YR Service Credit															
Month	Day	Year																																
8	19	24																																
Month	Day	Year																																
[Redacted]	[Redacted]	[Redacted]																																
21. This Document Prepared By						Donald Duck		Ext: 35785																										























*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

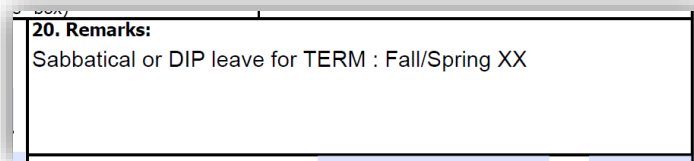
- ✓ ETF
- ✓ Signed Appointment Letter
- ✓ Dean's Reference check(s)
- ✓ CHRS/Page Up Application
- ✓ CV
- ✓ Final official transcripts or a US equivalency Certification for earned/awarded/conferred foreign terminal degree.
- ✓ SU6

➤ Questions, please contact your Resource Manager or Administrator.

Sabbatical/DIP Leave Appointment

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 -  Select: Faculty
 - #2. Rehired Annuitant:
 -  Leave Blank
 - #3. PeopleSoft Employee ID No:
 -  CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 -  Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 -  Enter: 2360 – Instr Fac AY
 - #6. Department:
 -  Enter: Department the faculty is being paid from
 - #7. College/Division:
 -  College/Division that the faculty are being paid from
 - #8. Working Title:
 -  Enter: Associate Professor
 - #9. Enter Supervisor & Extension:
 -  Fill in (Supervisor and ext are missing in the example image)
 - #10 & 11. Other employment:
 -  Leave Blank
 - #12&15: Position:
 -  #12&14
 -  POS Number- Must be an active number
 -  Unit- unit position number is tied to
 -  Job Code- enter **2360 or 2361**
 -  Grade- enter current grade
 -  Record number- Leave Blank
 -  Time Base- UNITS or Hours – units assigned
 -  #13&15: Concurrent Position:
 -  Leave Blank
 - #16 – 21. Appointment Dates:
 -  #16 – Enter appointment dates: Effective date and Expires on or Before
 -  Select: Fall____ and/or Spring ____
 -  Effective Date: Start of appointment

- ✚ Expires on or Before
- ✚ #17. Action/Reason:
 - ✚ Leave Blank
- ✚ #18. Compensation:
 - ✚ Enter: Base – current base rate
 - ✚ Select Month
- ✚ #19. Work Schedule:
 - ✚ Leave Blank
- ✚ #20. Remarks:
 - ✚ Should be written in this way-



The screenshot shows a software window with a tab labeled '20. Remarks:'. The text inside the window reads: 'Sabbatical or DIP leave for TERM : Fall/Spring XX'.

- ✚ #21. Documents prepared by:
 - ✚ Fill in

ETF SAMPLE

Sabbatical/DIP Leave

Employee Transaction Form

California State University, Los Angeles

Requisition #: SABB/DIP LEAVE

1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> TA <input type="checkbox"/> MPP <input type="checkbox"/> GA		2. [Redacted]	3. PeopleSoft Employee ID No. xxxxxxxx	4. Legal Name (Last, First, Middle) Saenz, Maggie												
5. Job Classification Description 2360- Instr Fac AY		6. Department Engineering		7. College/Division CECST/AA												
8. Working Title Associate Professor			9. Supervisor & Extension													
10. [Redacted]		11. [Redacted]														
Contact department/college/division resource manager for the position and chart field information																
12. Position		13. Concurrent Position														
PS Position # 0000xxxx	Unit xxx	Job Code 2360	Grade 4	Rec 15												
14. Position Chart Field		15. Concurrent Position Chart Field														
Account: xxxxx	Fund: xxxxx	Dept. ID: xxxxx	Program: [Redacted]													
16. Appointment Dates		17. Action/Reason		18. Compensation Rate												
<input type="checkbox"/> Fall 20 [Redacted] <input type="checkbox"/> Spring 20 [Redacted]		[Redacted]		Base \$ 9500 Actual \$ [Redacted]												
Effective Date <table border="1" style="width: 100%;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>1</td><td>19</td><td>xx</td></tr> </table> Expires on or Before <table border="1" style="width: 100%;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>5</td><td>24</td><td>xx</td></tr> </table>		Month	Day	Year	1	19	xx	Month	Day	Year	5	24	xx	Other (indicate in Remarks box) [Redacted]		Concurrent Position \$ [Redacted]
Month	Day	Year														
1	19	xx														
Month	Day	Year														
5	24	xx														
19. Work Schedule		20. Remarks: Sabbatical or DIP leave for TERM : Fall/Spring XX														
[Redacted]		21. This Document Prepared By _____ Ext: _____														






















*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

- ✓ ETF
- ✓ Letter from Provost
- ✓ Promissory Note

➤ Questions, please contact your Resource Manager or Administrator.

RETURN FROM Sabbatical/DIP Leave Appointment

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 -  Select: Faculty
 - #2. Rehired Annuitant:
 -  Leave Blank
 - #3. PeopleSoft Employee ID No:
 -  CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 -  Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 -  Enter: 2360 – Instr Fac AY
 - #6. Department:
 -  Enter: Department the faculty is being paid from
 - #7. College/Division:
 -  College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 -  Enter: Associate Professor
 - #9. Enter Supervisor & Extension:
 -  Fill in (missing supervisor info in example image)
 - #10 & 11. Other employment:
 -  Leave Blank
 - #12-15: Position:
 -  #12&14
 -  POS Number- Must be an active number
 -  Unit- unit position number is tied to
 -  Job Code- enter **2360 or 2361**
 -  Grade- enter current grade
 -  Record number- Leave Blank
 -  Time Base- UNITS or Hours – units assigned
 -  #13&15: Concurrent Position:
 -  Leave Blank
 - #16 – 21. Appointment Dates:
 -  #16 – Enter Appointment dates: Effective date ONLY
 -  RETURN Effective Date: Start of appointment

Effective Date		
Month	Day	Year
8	19	xx

Expires on or Before		
Month	Day	Year

- #17. Action/Reason:
 - Leave Blank
- #18. Compensation:
 - Enter: Base – current base rate
 - Select Month
- #19. Work Schedule
 - Leave Blank
- #20. Remarks
 - Should be written in this way-

20. Remarks: RETURN from Sabbatical or DIP leave TERM: Fall/Spring XX

- #21. Documents prepared by
 - Fill in

ETF SAMPLE

Return from Sabbatical/DIP Leave

Clear form		Print		Employee Transaction Form				Requisition #: RETURN FROM SABB/DIP LEAVE	
California State University, Los Angeles									
1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student		2. [Redacted]		3. PeopleSoft Employee ID No. xxxxxxxxx		4. Legal Name (Last, First, Middle) Saenz, Maggie			
<input type="checkbox"/> Staff <input type="checkbox"/> TA		<input type="checkbox"/> MPP <input type="checkbox"/> GA							
5. Job Classification Description 2360- Instr Fac AY			6. Department Engineering			7. College/Division CECST/AA			
8. Working Title Associate Professor						9. Supervisor & Extension			
10. Other Current CSU/Auxiliary Employment (including Cal State LA)? <input type="checkbox"/>						11. Institution where highest degree earned Degree Month Year			
Contact department/college/division resource manager for the position and chart field information									
12. Position		Unit		Job Code		Grade		Rec	
PS Position # 0000xxxx		xxx		2360		4		[Redacted]	
Time Base		Hours		Units		13. Concurrent Position			
				15		PS Position # Unit Job Code Grade Rec			
14. Position Chart Field					15. Concurrent Position Chart Field				
Account: xxxxxx		Fund: xxxxxx		Dept. ID: xxxxxx		Program: [Redacted]			
16. Appointment Dates			17. [Redacted]			18. Compensation Rate			
[Redacted]			[Redacted]			<div> <div>Base</div> <div>Actual</div> </div> <div> <div>\$ 9500</div> <div>\$ [Redacted]</div> </div> <div> <input checked="" type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Hour <input type="checkbox"/> Unit <input type="checkbox"/> Semester </div>			
Effective Date Month Day Year 8 xx xx Expires on or Before Month Day Year [Redacted] [Redacted] [Redacted]			19. [Redacted]			20. Remarks: RETURN from Sabbatical or DIP leave TERM: Fall/Spring XX			
21. This Document Prepared By						Ext:			

*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

✓ ETF

➤ Questions, please contact your Resource Manager or Administrator.

Personal Leave or Professional Leave Appointment

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - ✚ Select: Faculty
 - #2. Rehired Annuitant:
 - ✚ Leave Blank
 - #3. PeopleSoft Employee ID No:
 - ✚ CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - ✚ Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ✚ Enter: 2360 – Instr Fac AY
 - #6. Department:
 - ✚ Enter: Department the faculty is being paid from
 - #7. College/Division:
 - ✚ College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 - ✚ Enter: Associate Professor
 - #9. Enter Supervisor & Extension:
 - ✚ Fill in
 - #10 & 11. Other employment:
 - ✚ Leave Blank
 - #12-15: Position:
 - ✚ #12&14
 - ✚ POS Number- Must be an active number
 - ✚ Unit-unit position number is tied to
 - ✚ Job Code- enter **2360 or 2361**
 - ✚ Grade- enter current grade
 - ✚ Record number- Leave Blank
 - ✚ Time Base- UNITS or Hours – units assigned
 - ✚ #13&15: Concurrent Position:
 - ✚ Leave Blank
 - #16 – 21. Appointment Dates:
 - ✚ #16 – Enter appointment dates - ONLY
 - ✚ Effective Date: Start of appointment
 - ✚ Expires on or Before Date

Effective Date		
Month	Day	Year
8	xx	xx

Expires on or Before		
Month	Day	Year
12	xx	xx

- #17. Action/Reason:
 - Leave Blank
- #18. Compensation:
 - Enter: Base – current base rate
 - Select Month
- #19. Work Schedule:
 - Leave Blank
- #20. Remarks:
 - Should be written in this way-

20. Remarks:
Personal or Professional Leave of Absence for TERM: Fall xx

- #21. Document prepared by:
 - Fill in

ETF SAMPLE

Personal or Professional Leave

California State University, Los Angeles																					
1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student		2. [Redacted]		3. PeopleSoft Employee ID No. xxxxxxxxxx		4. Legal Name (Last, First, Middle) Saenz, Maggie															
5. Job Classification Description 2360- Instr Fac AY		6. Department Engineering				7. College/Division CECST/AA															
8. Working Title Associate Professor						9. Supervisor & Extension															
10. [Redacted]						11. [Redacted]															
Contact department/college/division resource manager for the position and chart field information																					
12. Position		Unit		Job Code		Grade		Rec													
PS Position # 0000xxxx		xxx		2360		4		[Redacted]													
Time Base		Hours		Units		13. Concurrent Position															
15						[Redacted]															
14. Position Chart Field				15. Concurrent Position Chart Field																	
Account: xxxxx		Fund: xxxxx		Dept. ID: xxxxx		Program: [Redacted]															
16. Appointment Dates				17. Action/Reason				18. Compensation Rate													
[Redacted]				[Redacted]				<div style="display: flex; justify-content: space-between;"> <div> Base \$ 9500 </div> <div> Actual \$ [Redacted] </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Concurrent Position \$ [Redacted] </div> <div> Concurrent Position \$ [Redacted] </div> </div>													
Effective Date <table border="1" style="width: 100%; text-align: center;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>8</td><td>xx</td><td>xx</td></tr> </table> Expires on or Before <table border="1" style="width: 100%; text-align: center;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>12</td><td>xx</td><td>xx</td></tr> </table>				Month	Day	Year	8	xx	xx	Month	Day	Year	12	xx	xx	<input type="checkbox"/> Other (Indicate in "Remarks" box)				20. Remarks: Personal or Professional Leave of Absence for TERM: Fall xx	
Month	Day	Year																			
8	xx	xx																			
Month	Day	Year																			
12	xx	xx																			
19. Work Schedule				21. This Document Prepared By																	
[Redacted]				Ext: [Redacted]																	

*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

- ✓ ETF
- ✓ Leave form – approved and signed

➤ Questions, please contact your Resource Manager or Administrator.

Partial Professional or Personal Leave of Absence

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - ✚ Select: Faculty
 - #2. Rehired Annuitant:
 - ✚ Leave Blank
 - #3. PeopleSoft Employee ID No:
 - ✚ CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - ✚ Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ✚ Enter: 2360 – Instr Fac AY
 - #6. Department:
 - ✚ Enter: Department the faculty is being paid from
 - #7. College/Division:
 - ✚ College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 - ✚ Enter: Associate Professor
 - #9. Enter Supervisor & Extension:
 - ✚ Fill in
 - #10 & 11. Other employment:
 - ✚ Leave Blank
 - #12-15: Position:
 - ✚ #12&14
 - ✚ POS Number- Must be an active number
 - ✚ Unit-unit position number is tied to
 - ✚ Job Code- enter **2360 or 2361**
 - ✚ Grade- enter current grade
 - ✚ Record number- Leave Blank
 - ✚ Time Base- partial UNITS or Hours assigned
 - ✚ #13&15: Concurrent Position:
 - ✚ Leave Blank
 - #16 – 21. Appointment Dates:
 - ✚ #16 – Enter appointment dates - ONLY
 - ✚ Effective Date: Start of appointment
 - ✚ Expires on or Before Date

- #17. Action/Reason:
 - Leave Blank
- #18. Compensation:
 - Enter: Base – current base rate
 - Select Month
- #19. Work Schedule:
 - Leave Blank
- #20. Remarks:
 - Should be written in this way:

20. Remarks:
Partial Personal/Professional Leave for TERM: Fall xx, Working #
of units, on Leave for # of units.

- #21. Document prepared by:
 - Fill in

ETF SAMPLE

Partial Personal or Professional Leave

Employee Transaction Form

California State University, Los Angeles

Requisition Partial LOA
Per or PROF

1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> TA <input type="checkbox"/> MPP <input type="checkbox"/> GA		3. PeopleSoft Employee ID No. [Redacted]		4. Legal Name (Last, First, Middle) Lopez, Lacey													
5. Job Classification Description 2360 Instructional Faculty		6. Department Sociology		7. College/Division NSS/AA													
8. Working Title Assistant Professor				9. Supervisor & Extension Minni Mouse, 36789													
10. [Redacted] 11. [Redacted]																	
Contact department/college/division resource manager for the position and chart field information																	
12. Position		Time Base		13. Concurrent Position													
PS Position # 0000xxxx	Unit xxx	Job Code 2360	Grade 3	Rec [Redacted]	Units 15												
14. Position Chart Field		15. Concurrent Position Chart Field															
Account: xxxxxx	Fund: xxxxxx	Dept. ID: xxxxxx	Program: [Redacted]														
16. Appointment Dates		17. Action/Reason		18. Compensation Rate													
[Redacted]		[Redacted]		<input checked="" type="checkbox"/> Month Base \$ 7031 Actual \$ [Redacted] Concurrent Position \$ [Redacted]													
Effective Date <table border="1" style="width: 100%;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>8</td><td>xx</td><td>xx</td></tr> </table> Expires on or Before <table border="1" style="width: 100%;"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>12</td><td>xx</td><td>xx</td></tr> </table>		Month	Day	Year	8	xx	xx	Month	Day	Year	12	xx	xx	<input type="checkbox"/> Other (Indicate in Remarks box) 19. Work Schedule [Redacted]		20. Remarks: Partial Personal/Professional Leave for TERM: Fall xx, Working # of units, on Leave for # of units.	
Month	Day	Year															
8	xx	xx															
Month	Day	Year															
12	xx	xx															
21. This Document Prepared By Donald Duck Ext: 35785																	






















*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

- ✓ ETF
- ✓ Leave form – approved and signed

➤ Questions, please contact your Resource Manager or Administrator.

RETURN FROM Personal Leave or Professional Leave and/or Partial leave

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 -  Select: Faculty
 - #2. Rehired Annuitant:
 -  Leave Blank
 - #3. PeopleSoft Employee ID No:
 -  CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 -  Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 -  Enter: 2360 – Instr Fac AY
 - #6. Department:
 -  Enter: Department the faculty is being paid from
 - #7. College/Division:
 -  College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 -  Enter: Associate Professor
 - #9. Enter Supervisor & Extension
 -  Fill in
 - #10 & 11. Other employment:
 -  Leave Blank
 - #12-15: Position:
 -  #12&14
 -  POS Number- Must be an active number
 -  Unit- unit position number is tied to
 -  Job Code- enter **2360 or 2361**
 -  Grade- enter current grade
 -  Record number- Leave Blank
 -  Time Base- UNITS or Hours – units assigned
 -  #13&15: Concurrent Position:
 -  Leave Blank
 - #16 – 21. Appointment Dates:
 -  #16 - Enter appointment dates - Effective date ONLY
 -  RETURN Effective Date: Start of appointment

Effective Date		
Month	Day	Year
1	19	xx

Expires on or Before		
Month	Day	Year

- #17. Action/Reason:
 - Leave Blank
- #18. Enter Compensation Rate:
 - Enter: Base – current base rate
 - Select Month
- #19. Work Schedule:
 - Leave Blank
- #20. Remarks:
 - Should be written in this way-

20. Remarks:
 RETURN from Personal or Professional Leave of Absence TERM: Spring xx

Or

20. Remarks:
 Return from Partial Personal/Professional Leave for TERM: Spring xx

- #21. Documents prepared by:
 - Fill in

ETF SAMPLE

Return from: Personal or Professional Leave and/or Partial leave

California State University, Los Angeles															
1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student		2. [Redacted]		3. PeopleSoft Employee ID No. xxxxxxxx		4. Legal Name (Last, First, Middle) Saenz, Maggie									
<input type="checkbox"/> Staff <input type="checkbox"/> TA		<input type="checkbox"/> MPP <input type="checkbox"/> GA				RETURN from: Personal or PROF Leave									
5. Job Classification Description 2360- Instr Fac AY			6. Department Engineering			7. College/Division CECST/AA									
8. Working Title Associate Professor						9. Supervisor & Extension									
10. [Redacted]						11. [Redacted]									
Contact department/college/division resource manager for the position and chart field information															
12. Position		Unit		Job Code		Grade		Rec							
PS Position # 0000xxxx		xxx		2360		4		[Redacted]							
Time Base		Hours		Units											
				15											
13. Concurrent Position						Time Base									
[Redacted]						s									
14. Position Chart Field						15. Concurrent Position Chart Field									
Account:		Fund:		Dept. ID:		Program:									
xxxxx		xxxxx		xxxxx		[Redacted]									
16. Appointment Dates				17. Action/Reason				18. Compensation Rate							
[Redacted]				[Redacted]				<div style="display: flex; justify-content: space-between;"> <div> Base \$ 9500 </div> <div> Actual \$ [Redacted] </div> </div>							
Effective Date <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Month</td> <td>Day</td> <td>Year</td> </tr> <tr> <td>1</td> <td>19</td> <td>xx</td> </tr> </table>				Month	Day	Year	1	19	xx	<input type="checkbox"/> Other (Indicate in "Remarks" box)				<input checked="" type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Hour <input type="checkbox"/> Unit <input type="checkbox"/> Semester	
Month	Day	Year													
1	19	xx													
Expires on or Before <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Month</td> <td>Day</td> <td>Year</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>				Month	Day	Year				19. Work Schedule				20. Remarks:	
Month	Day	Year													
[Redacted]				[Redacted]				RETURN from Personal or Professional Leave of Absence TERM: Spring xx							
21. This Document Prepared By								Ext:							
[Redacted]								[Redacted]							

*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:

✓ ETF

➤ Questions, please contact your Resource Manager or Administrator.

PROMOTION

- ✓ Check that all fields filled out #1-21
 - #1. TYPE:
 - ✚ Select: Faculty
 - #2. Rehired Annuitant:
 - ✚ Leave Blank
 - #3. PeopleSoft Employee ID No:
 - ✚ CIN – make sure it matches the faculty member name in PeopleSoft
 - #4. Legal Name:
 - ✚ Use Legal Name (exactly as it appears in PeopleSoft)
 - #5. Job Classification Description:
 - ✚ Enter: 2360 – Instr Fac AY
 - #6. Department:
 - ✚ Enter: Department the faculty is being paid from
 - #7. College/Division:
 - ✚ College/Division that the faculty are being paid from
 - #8. Working Title: Associate Professor
 - ✚ Enter: Associate Professor
 - #9. Enter Supervisor & Extension
 - ✚ Fill in
 - #10 & 11. Other employment.
 - ✚ Leave Blank
 - #12-15: Position:
 - ✚ #12&14
 - ✚ POS Number- Must be an active number
 - Make sure the position number has the right grade assigned to it.
 - ✚ Unit- unit position number is tied to
 - ✚ Job Code- enter **2360 or 2361**
 - ✚ Grade- enter **NEW** grade
 - ✚ Record number- Leave Blank
 - ✚ Time Base- UNITS or Hours– units assigned
 - ✚ #13&15: Concurrent Position:
 - ✚ Leave Blank
 - #16 – 21
 - ✚ #16 – Enter appointment dates: Effective date ONLY
 - ✚ Effective Date: Start of appointment

Effective Date		
Month	Day	Year
8	19	xx

Expires on or Before		
Month	Day	Year

- #17. Action/Reason:
- Select: Promotion

17. Action/Reason

☐ Hire/Rehire

☐ Contract

☒ Promotion

☐ Reassignment (Transfer)

☐ Return from Reassignment

☐ Change in Units/Hours **From:** **To:**

☐ Extension of Temporary Appointment

☐ Internal Position Number Change Only

☐ Other (Indicate in "Remarks" box)

- #18. Compensation:
- Enter: Base – **NEW** Base rate
 - Select Month
- #19. Work Schedule:
- Leave Blank
- #20. Remarks:
- Should be written in this way-

20. Remarks:

Granted Tenure and Promotion from Assistant to Associate Professor
or Granted Promotion from Associate to Full Professor

- #21. Documents prepared by:
- Fill in

ETF Sample

Promotion

Clear form		Print		Employee Transaction Form				Requisition #: PROMOTION													
California State University, Los Angeles																					
1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> TA <input type="checkbox"/> MPP <input type="checkbox"/> GA		2. Rehired Annuitant? <input type="checkbox"/> Yes <input type="checkbox"/> No		3. PeopleSoft Employee ID No. xxxxxxxxxx		4. Legal Name (Last, First, Middle) Saenz, Maggie															
5. Job Classification Description 2360- Instr Fac AY			6. Department Engineering			7. College/Division CECST/AA															
8. Working Title Associate Professor						9. Supervisor & Extension															
10. Other Current CSU/Auxiliary Employment (including Cal State LA)? <input type="checkbox"/> Yes <input type="checkbox"/> No																					
Contact department/college/division resource manager for the position and chart field information																					
12. Position					13. Concurrent Position																
PS Position # 0000xxxx		Unit xxx	Job Code 2360	Grade 4	Rec <input type="checkbox"/>	Time Base Hours 15		Units													
14. Position Chart Field					15. Concurrent Position Chart Field																
Account: xxxxxx		Fund: xxxxxx	Dept. ID: xxxxxx		Program: 	Ad															
16. Appointment Dates			17. Action/Reason				18. Compensation Rate														
<div>Effective Date</div> <table border="1"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td>8</td><td>19</td><td>xx</td></tr> </table> <div>Expires on or Before</div> <table border="1"> <tr><td>Month</td><td>Day</td><td>Year</td></tr> <tr><td></td><td></td><td></td></tr> </table>			Month	Day	Year	8	19	xx	Month	Day	Year				<input type="checkbox"/> Hire/Rehire <input type="checkbox"/> Contract <input checked="" type="checkbox"/> Promotion <input type="checkbox"/> Reassignment (Transfer) <input type="checkbox"/> Return from Reassignment <input type="checkbox"/> Change in Units/Hours From: To: <input type="checkbox"/> Extension of Temporary Appointment <input type="checkbox"/> Internal Position Number Change Only <input type="checkbox"/> Other (Indicate in "Remarks" box)				<div>Base</div> <div>\$ 10,000</div> <div>Actual</div> <div>\$</div> <div>Month</div> <input checked="" type="checkbox"/> <div>Day</div> <input type="checkbox"/> <div>Hour</div> <input type="checkbox"/> <div>Unit</div> <input type="checkbox"/> <div>Semester</div> <input type="checkbox"/> <div>Concurrent Position</div>		
			Month	Day	Year																
8	19	xx																			
Month	Day	Year																			
19. Work Schedule				20. Remarks:																	
				Granted Tenure and Promotion from Assistant to Associate Professor or Granted Promotion from Associate to Full Professor																	
21. This Document Prepared By						Ext:															

*Black out fields need to be blank (do not insert black boxes) or RED wording on actual ETF.

Required Attachments:




















- ✓ ETF
- ✓ Letter from Provost ONLY

➤ Questions, please contact your Resource Manager or Administrator.

Range Elevation – Lecturer or temporary job code

- ❖ **IF the lecturer is in the middle of a three year appointment. ONLY one ETF is required for Range Elevation transaction.**
- ❖ **IF the lecturer is a renewal (one year or three year), has a change in TB or NEW appointment; **TWO separate** ETF's are required. 1) for the Appointment/Change in TB and 2) on a SEPARATE ETF submit the Range Elevation transaction**

✓ Check that all fields filled out #1-21

- #1. TYPE:
 -  Select: Faculty
- #2. Rehired Annuitant:
 -  Leave Blank
- #3. PeopleSoft Employee ID No:
 -  CIN – make sure it matches the faculty member name in PeopleSoft
- #4. Legal Name
 -  Use Legal Name (exactly as it appears in PeopleSoft)
- #5. Job Classification Description:
 -  Enter: 2358- Lecturer AY or 2359-Lecturer 12 month
- #6. Department:
 -  Enter: Department the faculty is being paid from
- #7. College/Division:
 -  College/Division that the faculty are being paid from
- #8. Working Title: Part-time Lecturer AY or Part-time Lecturer 12 month
 -  Enter: Part-time Lecturer AY
- #9. Enter Supervisor & Extension
 -  Fill in
- #10 & 11. Other employment:
 -  Leave Blank
- #12-15: Position:
 -  #12&14
 -  POS Number- Must be an active number
 -  Unit- unit position number is tied to
 -  Job Code- enter 2358 or 2359
 -  Grade- enter NEW grade
 -  Record number- Leave Blank
 -  Time Base- UNITS or Hours – units assigned
 -  #13&15
 -  Leave Blank

- #16 – 21

- #16 – Enter appointment dates- Semester + Effective Date

- Fill in FALL_____ and/or SPRING_____

- Effective Date: Start of appointment

Effective Date		
Month	Day	Year
8	19	xx

Expires on or Before		
Month	Day	Year

- #17. Action/Reason:

- Leave Blank

- #18. Compensation

- Enter: Base – NEW Base rate

- Select Month

- #19. Work Schedule:

- Leave Blank

- #20. Remarks:

- Should be written in this way-

20. Remarks:
Range Elevation from OLD Grade to NEW Grade. Effective Fall XX

- #21. Documents prepared by:

- Fill in

Range Elevation

<input type="button" value="Clear form"/> <input type="button" value="Print"/>		<h1 style="margin: 0;">Employee Transaction Form</h1>		Requisition #: Range Elevation																													
California State University, Los Angeles																																	
1. <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> TA <input type="checkbox"/> MPP <input type="checkbox"/> GA		2. [REDACTED]		3. PeopleSoft Employee ID No. xxxxxxxx																													
5. Job Classification Description 2358 - Lecturer AY		6. Department ART		4. Legal Name (Last, First, Middle) Yippy, Hippy																													
8. Working Title Part-time Lecturer AY				9. Supervisor & Extension																													
10. [REDACTED] <input type="checkbox"/>		11. [REDACTED]																															
Contact department/college/division resource manager for the position and chart field information																																	
12. Position <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>PS Position #</th> <th>Unit</th> <th>Job Code</th> <th>Grade</th> <th>Rec</th> <th>Time Base Hours</th> <th>Units</th> </tr> <tr> <td>0000xxxx</td> <td>xxx</td> <td>2358</td> <td>3</td> <td>[REDACTED]</td> <td></td> <td>7.5</td> </tr> </table>		PS Position #	Unit	Job Code	Grade	Rec	Time Base Hours	Units	0000xxxx	xxx	2358	3	[REDACTED]		7.5	13. Concurrent Position <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>PS Position #</th> <th>Unit</th> <th>Job Code</th> <th>Grade</th> <th>Rec</th> <th>Time Base Hours</th> <th>Units</th> </tr> <tr> <td colspan="7" style="background-color: black; color: black;">[REDACTED]</td> </tr> </table>				PS Position #	Unit	Job Code	Grade	Rec	Time Base Hours	Units	[REDACTED]						
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Account:	Fund:	Dept. ID:	Program:																														
xxxxxx	xxxxxx	xxxxxx																															
Account:	Fund:	Dept. ID:	Program:																														
[REDACTED]																																	
16. Appointment Dates <div style="background-color: black; color: black; height: 80px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <input checked="" type="checkbox"/> Fall 20 24 </div> <div> <input type="checkbox"/> Spring 20 </div> </div> <div style="text-align: center; margin-top: 5px;"> Effective Date </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Month</th> <th>Day</th> <th>Year</th> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">19</td> <td style="text-align: center;">xx</td> </tr> </table> <div style="text-align: center; margin-top: 5px;"> Expires on or Before </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Month</th> <th>Day</th> <th>Year</th> </tr> <tr> <td style="background-color: black; color: black;">[REDACTED]</td> <td style="background-color: black; color: black;">[REDACTED]</td> <td style="background-color: black; color: black;">[REDACTED]</td> </tr> </table>		Month	Day	Year	8	19	xx	Month	Day	Year	[REDACTED]	[REDACTED]	[REDACTED]	17. Action/Reason <div style="background-color: black; color: black; height: 150px; width: 100%;"></div>		18. Compensation Rate <table style="width: 100%;"> <tr> <td style="text-align: center;"> Base <div style="border: 1px solid black; padding: 5px; display: inline-block;">6500</div> </td> <td style="text-align: center;"> Actual <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: black; color: black;">[REDACTED]</div> </td> </tr> <tr> <td style="text-align: center;"> Concurrent Position <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: black; color: black;">[REDACTED]</div> </td> <td style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: black; color: black;">[REDACTED]</div> </td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input checked="" type="checkbox"/> Month <input type="checkbox"/> Day <input type="checkbox"/> Hour <input type="checkbox"/> Unit <input type="checkbox"/> Semester </div> <div> Step: </div> </div>		Base <div style="border: 1px solid black; padding: 5px; display: inline-block;">6500</div>	Actual <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: black; color: black;">[REDACTED]</div>	Concurrent Position <div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: black; color: black;">[REDACTED]</div>	<div style="border: 1px solid black; padding: 5px; display: inline-block; background-color: black; color: black;">[REDACTED]</div>												
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