



PERSONNEL TRANSACTION REQUEST FORM

ATTENTION: This appointment, reappointment or change of status is not valid, and is not approved until so indicated in writing on this form by the Toro Auxiliary Partners Human Resources. No individual may begin work without prior approval from Toro Auxiliary Partners Human Resources. It is the responsibility of the hiring coordinator/supervisor to follow up with Toro Auxiliary Partners Human Resources to confirm the status of the personnel request. This form must be received by Toro Auxiliary Partners Human Resources PRIOR to the effective date.

EMPLOYEE INFORMATION

Name			Cell Phone	TAP Employee ID#	Date Form Printed
Work Location (Must indicate name of city employee will be working in)			Work Phone		
			Department		
			Division:		
			CSUDH Status:		
			University Hire Date		
			(if Additional Employment selected)		

Account Number	Object Code	% of Charge
Account Number	Object Code	% of Charge
Account Number	Object Code	% of Charge
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Total % of charge must equal 100%

NEW HIRE/RE-HIRE/CONTINUING APPOINTMENT

☐ New Hire ☐ Re-Hire ☐ Continuing
(Current Employees Only)

Rate of Pay: Position Title (Must Include Position Description) Hire Date

** HR Must Approve

☐ Per Pay Period Salary: ☐ Hourly: Appointment: On or Before: Anticipated End Date (if applicable)

Appointment Effort %: Check One: ☐ Full-Time, Regular Benefited (40 hours)
(for Additional Employment)

Annual Salary: ☐ Full-Time, Partially Benefited (30 - 39 hours)
(for Additional Employment)

Budget Amount: ☐ Part-Time (20 - 25 hours)
☐ MSP (Central Office only)
☐ Students (0 - 20 hours when class is in session, 40 hours max during recess periods)

Check One: ☐ Regular
☐ Temporary (e.g. grant-funded, student employment, etc.)

Supervisor Name	Supervisor Title	Supervisor E-mail
Name of Contact Person for Questions	E-mail	Phone Ext.



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POSITION INFORMATION

Has Supervisory authority? ☐ Yes ☐ No

Will drive on CSUDH Toro Auxiliary Partners Business? ☐ Yes ☐ No

POSITION/SALARY/ACCOUNT CHANGE (check all that apply)

☐ Account Change

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Current Account Number

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Current Object Code

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New Account Number

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New Object Code

% of Charge

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Current Account Number

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Current Object Code

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New Account Number

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New Object Code

% of Charge

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Current Account Number

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Current Object Code

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New Account Number

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New Object Code

% of Charge

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Current Account Number

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Current Object Code

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New Account Number

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New Object Code

% of Charge

☐ Position Change (Position Description must be attached indicating new job duties)

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Current Job Title

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New Job Title

☐ Salary Change (Must provide justification in writing for change in salary)

☐ Merit ☐ Promotion ☐ Equity ☐ Other Specify: _____

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Current Per Period or Hourly Rate

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Proposed New Per Period or Hourly Rate

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% Change

SIGNATURES (Transaction is not official without all required signatures and final HR approval)

Employee	Date
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Supervisor	Date
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Project/Dept. Director	Date
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Dean (Required for CSU Faculty)	Date
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Campus HR (Required for CSU MPP/Staff)	
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Post-Award (Grants & Contracts Only)	Date
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Toro Auxiliary Partners HR	Date
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Executive Director (TAP Accounts Only)	Date
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