



Personnel Transaction Form

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

1. Employee Action Additional/Concurrent Appointment Date 12/01/17

2. Empl ID XXXXXXXX SSN (New hire only) _____ Date of Birth (New hire only) _____ Gender _____

3. Name Mr. Ms. Dr. Smith Brenda
LAST FIRST MI

4. Address _____
STREET CITY/STATE ZIP PHONE

5. Explanation or Remarks Faculty additional appointment (to be paid \$12,000 (Include supporting documentation))

6. Position Type New Funding Change Pool Position Change Replacement

A GENERAL INFORMATION

7. Old/Unchanged Info:	Pay Title	Department	Work Location	Campus	Zip
	Professor	RPTA		6110	
8. New Appointment/Info.	Faculty Additional appointment	College of HHS		6104	

POSITION INFORMATION

Position 1	CMS Pos #	Dept ID	Job Code	Empl Rec	CBID	Eff Date	End Date	Grade	Step	Time Base	Salary	Mo/Hrly
9. Old/Unchanged Info.	0000xxxx	27700	2360	0	3		05/31/19	5		1.0	\$8,481.00	
10. New Appointment/Info.												
11. New Position Fund Source	CMS Fund					CMS Program		CMS Class				

12. Reports To	Supervisor-Subordinate Info	Supervisor Position #	Supervisor Name	Does Employee have Subordinate(s)
12a Old/Unchanged Position		1271	Fred Baldini	Yes
12b New Appointment Position				

Position 2	CMS Pos #	Dept ID	Job Code	Empl Rec	CBID	Eff Date	End Date	Grade	Step	Time Base	Salary	Mo/Hrly
13. Old/Unchanged Info.												
14. New Appointment/Info.	0000xxxx	27100	2403	1		10/02/17	11/30/17			0.25	\$6,000.00	
15. New Position Fund Source	CMS Fund					CMS Program		CMS Class				

16. Reports To	Supervisor-Subordinate Info	Supervisor Position #	Supervisor Name	Does Employee have Subordinate(s)
16a Old/Unchanged Position				
16b New Appointment Position				

B DEPARTMENT

17. Base Pay \$24,000.00

18. License and/or Certificate (attach if required) _____

19. Last Day Physically Worked _____

C BUDGET / HUMAN RESOURCES USE ONLY

20. Empl History Remarks: _____

21. PPT Processing Comment: _____

22. MPP Job Fct/Fam/Rpt Code _____

23. Key Position _____

24. Payroll Return Date _____

25. Probation Code _____

26. Probation Ending Date _____

27. Sabbatical Elig Date _____

28. Difference in Pay Eligibility Date _____

29. Salary Anniv Date _____

30. FERP Elig End Date _____

31. Final MSA Date _____

32. Incumbent Updated _____

33. Action/Reason Code _____

34. SSI Counter _____

35. Recruit Location Code _____

36. Recruit Request # _____

HR USE ONLY: <i>Review</i>
<input type="checkbox"/> C/C <input type="checkbox"/> ES DATE INITIALS
Date to Payroll:

D APPROVAL SIGNATURES

DEPARTMENT _____	DATE _____	HUMAN RESOURCES _____	DATE _____
DEAN'S OFFICE / PROGRAM CENTER _____	DATE _____	BUDGET _____	DATE _____
VICE PRESIDENT _____	DATE _____		

Additional Appointment calculator_Job Code 2403

Base salary from 2403 salary scale

Time Base (Use Faculty Time Base Fractions)

Adjusted Monthly Salary

Number of work days in the month (enter 21 or 22)

Day rate

Enter the number of days working

Total Compensation

Payroll calendar link: http://www.csus.edu/hr/docs/payroll_docs/current_payroll_calendar.pdf

2403 salary schedule link: <http://www.calstate.edu/HRAAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=2403&D1=0&Page=1&Recs=15>