



Personnel Transaction Form

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

1. Employee Action Additional/Concurrent Appointment Date 05/01/17

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

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

4. Address _____
STREET CITY/STATE ZIP PHONE

5. Explanation or Remarks Faculty Additional appointment - RCA award (total amount to be paid \$730)

6. Position Type New Funding Change Pool Position Change Replacement

A GENERAL INFORMATION

Pay Title

Department Work Location

Campus Zip

7. Old/Unchanged Info: Lecturer Art 6061

8. New Appointment/Info: Faculty Additional appointment Research Affairs 6111

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	17500	2358	0	3		05/24/17	3		13/50	\$1,203.80	
10. New Appointment/Info.												

11. New Position Fund Source CMS Fund MDS01 CMS Program _____ CMS Class _____

12. Reports To	Supervisor Position #	Supervisor Name	Does Employee have Subordinate(s)
Supervisor-Subordinate Info			
12a Old/Unchanged Position	<u>547</u>	<u>Carolyn Gibbs</u>	Yes <u>No</u>
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	11300	2359	1	3	03/02/17	03/16/17			23/99	\$1,237.12	

15. New Position Fund Source CMS Fund _____ CMS Program _____ CMS Class _____

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

B DEPARTMENT

17. Base Pay \$4630 x 1.15 = \$5325 = 12 month base

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

19. Last Day Physically Worked _____

C BUDGET / HUMAN RESOURCES USE ONLY

20. Empl History Remarks: _____ 27. Sabbatical Elig Date _____

21. PPT Processing _____ 28. Difference in Pay Eligibility Date _____

Comment: _____ 29. Salary Anniv Date _____

_____ 30. FERP Elig End Date _____

_____ 31. Final MSA Date _____

_____ 32. Incumbent Updated _____

22. MPP Job Fct/Fam/Rpt Code _____ 33. Action/Reason Code _____

23. Key Position _____ 34. SSI Counter _____

24. Payroll Return Date _____ 35. Recruit Location Code _____

25. Probation Code _____ 36. Recruit Request # _____

26. Probation Ending Date _____

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

D APPROVAL SIGNATURES

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

Additional appointment calculator_Job code 2359

Academic Year Salary (enter monthly salary)

Converted 12-month Salary

Round up to nearest dollar

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

Remember that on the eleventh (11) day, they earn two (2) days of vacation.
Do not forget to figure this amount in if appropriate.

Adjusted compensation if vacation is included.

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

2359 salary schedule link: <http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=2359>