



# Personnel Transaction Form

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

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

2. Empl ID xxxxxxx SSN (New hire only) \_\_\_\_\_ Date of Birth (New hire only) \_\_\_\_\_ Gender \_\_\_\_\_

3. Name  Mr.  Ms.  Dr. Sawyer Tom  
LAST FIRST MI

4. Address \_\_\_\_\_  
STREET CITY/STATE ZIP PHONE

5. Explanation or Remarks Faculty additional appointment (10 Days - amount to be paid \$2000) - Include supporting documentation

6. Position Type  New  Funding Change  Pool  Position Change  Replacement

### A GENERAL INFORMATION

Pay Title

Department Work Location

Campus Zip

7. Old/Unchanged Info: Professor CBA 6088

8. New Appointment/Info. Faculty Additional appointment CBA 6088

### 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	20200	2360	0	3		indef	5		1.0	\$9,393.00	
10. New Appointment/Info.												

11. New Position Fund Source 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>7480</u>	<u>Janet Hecsh</u>	<u>Yes</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	20200	2403	1		01/04/17	01/17/17			1	\$4,400.00	
15. New Position Fund Source												

16. Reports To	Supervisor Position #	Supervisor Name	Does Employee have Subordinate(s)
Supervisor-Subordinate Info			
16a Old/Unchanged Position			
16b New Appointment Position	<u>7480</u>	<u>Janet Hecsh</u>	<u>Yes</u>

### B DEPARTMENT

17. Base Pay \$4,400.00

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: *Review*

C/C

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](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>