

Hiring Transactions - New Hires, Rehires, Current Employees

| Transaction Required | Environment/Tool | Required Documents/Items to Start | Guidance | Notes |
|---|------------------------------|---|--|--|
| Hire Staff/MPP Position through Recruitment | CHRS Recruiting/Page Up | Activated Position Number from Budget, Approved PD from Classification & Compensation | CHRS Training Page | You will work with your recruitment analyst assigned to you by Employment Services for more detailed instructions. |
| Hiring Casual Workers | CHRS Recruiting/Page Up | Activated Position Number from Budget, Approved Temporary Hire PD Form from Classification & Compensation | Temporary Employment Page | The ePTF has been eliminated from this process. The Offer Card in CHRS Recruiting will serve as authorization to perform the employment transaction. |
| Hiring Emergency Hires | CHRS Recruiting/Page Up | Activated Position Number from Budget, Approved Position Description Form from Classification & Compensation | Temporary Employment Page | The ePTF has been eliminated from this process. The Offer Card in CHRS Recruiting will serve as authorization to perform the employment transaction. Departments may use the same position description as a recruited staff position if duties are identical. |
| Hiring Special Consultants | CHRS Recruiting/Page Up | Activated Position Number from Budget, Approved Temporary Hire PD Form from Classification & Compensation, Prepared Special Consultant Appointment Request Form | Temporary Employment Page | Special Consultant Appointment Request Form and draft Position Description should be first submitted to Classification & Compensation for review and approval before a Job Card can be completed in CHRS Recruiting/PageUp. The ePTF has been eliminated from this process. The Offer Card in CHRS Recruiting will serve as authorization to perform the employment transaction. |
| Hiring Temp Agency Employees | Acrobat Sign (AKA AdobeSign) | Request for Temporary Agency Employee, Background Check Worksheet | Temporary Agency Employment Page | These are staff not employed by the University. Forms are to create the parameters for contracted work through a Temp Agency company. There is a six month maximum allowed for these types of staff. Please note that CSU does not currently contract with any temporary staffing agencies. One would need to be approved through Procurement. |
| Hiring Interim MPP Employees | CHRS Recruiting/Page Up | Interim MPP Appointment Request Form, MPP Position Description Form, Activated Position Number from Budget. | Interim MPP Checklist | Interim MPP appointments are always temporary in nature. |
| Hiring a Retired Annuitant | CHRS Recruiting/Page Up | Approved Position Description, Activated Position Number from Budget | Temporary Employment Page | Due to CalPERS rules and policies, the employment of Retired Annuitants comes with strict guidelines. Carefully read the guidance materials before pursuing this employment type. |

Employee Transactions - Changes and Internal Movements of

| Transaction Required | Environment/Tool | Required Documents/Items to Start | Guidance | Notes |
|---|-----------------------|--|---|--|
| Temporary Staff Reappointment | OnBase | Electronic Personnel Transaction Form (ePTF) | Employee/Personnel Transaction Form Training | For Casual workers/Special Consultants/Emergency Hires/Represented Staff on One-Year appointments |
| Extension of appointment | OnBase | Electronic Personnel Transaction Form (ePTF) | Employee/Personnel Transaction Form Training | For represented staff on temporary reassignment. |
| Interim MPP Appointment Extension | OnBase | Electronic Personnel Transaction Form (ePTF) | Employee/Personnel Transaction Form Training | |
| Leave of Absence | n/a | | | Contact Benefits - benefits@csus.edu |
| Temporary Reassignment | OnBase, Adobe Acrobat | Electronic Personnel Transaction Form (ePTF), Position Description form, Reassignment Request Form | Strategic Workforce Planning | Process initiated with Classification & Compensation, not Employment Services. |
| Completion of Probation | n/a | n/a | Check CBA Language. | No action required by department. HR will process. In some circumstances, the time period required to obtain permanent status is extended. |
| Temporary Staff to Probationary/Permanent Status | OnBase | Electronic Personnel Transaction Form (ePTF) | Employee/Personnel Transaction Form Training | If a temporary staff member has been reappointed for a total of 4 years, HR will process without action from department (no ePTF necessary). In some circumstances, the time period required to obtain permanent status is extended. |
| Add CHRS Recruiting/PeopleSoft (CMS) Systems Access | OnBase | CARS Request form | https://www.csus.edu/information-resources-technology/accounts-access/cars-requesters-roles.html | CARS requests forms must be submitted by a CARS Requestor. Form is processed by IRT in most cases. |

Separations/Resignations/Retirements

| Transaction Required | Environment/Tool | Required Documents/Items to Start | Guidance | Notes |
|----------------------------|------------------|--|------------------------------------|--|
| Staff/MPP Resignations | OnBase | Voluntary Resignation Form, Electronic Personnel Transaction Form (ePTF) | Separation Process | Voluntary resignation form should be initiated by separating employee, but can be completed by an MPP or other staff member. Electronic Personnel Transaction Form (ePTF) must be submitted by the department as soon as possible so final pay can be issued promptly as required by law. |
| End Temporary Appointments | OnBase | Electronic Personnel Transaction Form (ePTF) | Separation Process | A termination Electronic Personnel Transaction Form |
| Retirement | OnBase | Electronic Personnel Transaction Form (ePTF) | Separation Process | A retirement Electronic Personnel Transaction Form needs to be submitted by the department when they are notified by staff. An Intent to Retire form will need to be submitted to Benefits: https://www.csus.edu/administrati-on-business-affairs/internal/your-hr/benefits/_internal/_documents/staff-notice-of-intent.pdf |

Glossary

| HR Jargon | Definition | Important Notes |
|----------------------|--|---|
| Emergency Hire | CSUEU or APC based position hiring on temporary basis with a limitation on total appointment days determined by Collective Bargaining Agreement. Employees are paid on an hourly basis. Emergency Hire is not a job classification, so departments can hire an Emergency Hire to fill a temporary vacancy for a normally full time, regular position. | CSUEU (Units 2, 5, 7, 9) Emergency Hires are normally hired for an initial appointment of 90 days, with possibility of extension to a maximum of 180 days total. APC (Unit 4) Emergency hires are normally hired for an initial 60 day appointment with possibility of an extension to a maximum of 120 days total. Units 1 and 6 can also be hired as an emergency hire. |
| Special Consultant | Employee hired for special project on a temporary basis. Term of appointment can be up to one calendar year, with possibility of reappointment. Employees are typically paid a daily rate, with some unique cases able to be paid an hourly rate. Special Consultant is a job classification. | |
| Casual Worker | Employee hired on an hourly intermittent basis to perform work on a short term or irregular basis. Casual Worker is it's own job classification. | Examples of Casual Workers are guest services staff at sporting events, assistants at Youth Sports Camps, WPI Readers, and Art/Drawing Models. |
| Retired Annuitant | Person who has retired from a CalPERS position returning to work on a temporary basis. Employees in this status do not stop or pause their retirement benefits. These positions are typically used in times of emergency (earthquake, flood, wildfire, etc.) when staffing shortages arise, or when a position is so specialized that filling a vacancy will take an extended time period. Retired Annuitants are always paid on a hourly basis. | CalPERS has set out strict guidelines on how and when a Retired Annuitant can be used. Most important is a 960 hour per fiscal year restriction on the work as a retired annuitant in total. Please carefully read instructions and CalPERS guidance when hiring a retired annuitant. |
| Interim MPP | Appointed MPP employee hired on a temporary basis, normally to fill a vacancy when an MPP recruitment is ongoing. Interim MPP employees are paid on a monthly salary basis, full-time exempt, and eligible for health and dental benefits. | |
| Job Classification | Position designations determined and standardized by the CSU Chancellor's Office. Examples are Administrative Support Coordinators, Student Service Professionals, Administrative Analysts/Specialists. | |
| Temp Agency Employee | These are staff not employed by the University. Forms are to create the parameters for contracted work through a Temp Agency company. There is a six month maximum allowed for these types of staff. Please note that CSU does not currently contract with any temporary staffing agencies. One would need to be approved through Procurement. | |