



California State University, Stanislaus
Instructions for Completing the
Staff and Management
Recruitment and Employment Transaction Request Form

PART I: GENERAL INFORMATION

<i>Field Name</i>	<i>What Contents Should Be</i>
Department Name	Enter specific department within the College, School, or Organization where the position vacancy or funding source exists, or the employee resides.
Today's Date	Date that the form is being completed.
Classification Title	Enter the anticipated classification for the vacancy (this is subject to change following HR review of the position description).
Working Title	Enter the proposed working title, if different from the classification title.
Dept. Contact Name	Enter who should be contacted if there are questions about the position, recruitment or transaction. (If this is the same as the Mgr/Sprvsr, please enter n/a and skip to the Manager/Sprvsr box.)
Extension	Enter the contact person's campus extension.
E-mail	Enter the contact person's e-mail address.
Manager/Supervisor/ Dept. Chair Responsible for Position	Enter the Management-level employee or Dept. Chair who is responsible for oversight and reporting of the position. (This is the 1 st level non-bargaining unit Supervisor. e.g. MPP or Dept. Chair)
Extension	Enter the campus extension of the MPP/Chair responsible for the position.
E-mail	Enter the e-mail address of the MPP/Chair responsible for the position.
Number of positions to be filled	Enter the number of vacancies you intend to fill with this request. (e.g. you have two Custodian positions available at this time)

PART II: POSITION INFORMATION

<i>Field Name</i>	<i>What Contents Should Be</i>
Position is:	<u>For Recruitment:</u> Is this a new position or vacated ? If this is the first time you are recruiting for this position, it is new . If a current or previous incumbent has left their position permanently, it is vacated . (For example there has been a resignation, reassignment, promotion.)
Transaction – Employee Name:	<u>For Employee Transaction:</u> If an existing employee is being reappointed, reassigned, or another type of transaction, enter their name here. <u>For Recruitment:</u> Leave blank
Action:	<u>For Employee Transactions:</u> enter the appropriate option from the drop down box. If not applicable, go to "If Other, explain"
Replacement of:	<u>If Applicable:</u> Enter the name of the person being replaced; this means the last <i>regular</i> employee, not an emergency/short-term temp.
Date Vacated:	Enter the date the incumbent last worked or is scheduled to finish work.
Date Clear:	Enter the date the funding for the position is again available for use for a new employee. (e.g. after 2 weeks of vacation have been carried out on the books)
Reason for Replacement:	Make a selection from the drop down box that best describes the reason for the vacancy occurring. If none are applicable; choose other and use the "If other, explain" box.



California State University, Stanislaus
Instructions for Completing the
Staff and Management
Recruitment and Employment Transaction Request Form

PART III: APPOINTMENT & TRANSACTION DETAILS

<i>Field Name</i>	<i>What Contents Should Be</i>
Appointment/Transaction is:	<p><u>For Recruitments:</u> Choose the appropriate option in the drop down box. If you are recruiting for a position and you'd like to use an emergency temporary while recruiting, you will need to complete two separate requests, one for the recruitment and one for the emergency temporary.</p> <p><u>For Employee Transactions:</u> Choose the appropriate option from drop down box.</p>
Proposed Start Date/ Effective Date:	<p><u>For Recruitment:</u> What date would you like the incumbent to start working?</p> <p><u>For Employee Transaction:</u> What is the effective date of the employment transaction?</p>
Ending Date:	<p><u>For Recruitment or Employee Transaction:</u> For temporary positions or transactions, enter the expected end date.</p>
Time Base:	<p><u>For Recruitments & Transactions:</u> check all that apply. Is the time base for the position Full-Time or Part-Time? If part-time, enter the fraction from the drop down box or, if other, then write in the fraction? If Hourly Intermittent what is the maximum hours per week the employee is allowed to work? Note: if for an emergency temp, check hourly intermittent not to exceed... indicating the maximum hours you are expecting the temporary to work.</p>
Pay Plan: <i>Note:</i> This is <i>not</i> the expected length of an assignment; this is a type of appointment.	<p><u>For Recruitments & Transactions:</u> Will this position be on a 12-month pay plan? (Meaning will the employee work and be paid for 12 months a year). If so, select <i>12 mo.</i> If the position is 10/12 or 11/12 (meaning the employee will only work 10 or 11 months a year, but will be paid over a 12 month period) insert the appropriate time period. If none of the above, check "other" and write in the appropriate information. (e.g. a 10 month appointment)</p>
Periods Off :	<p>If the position is less then 12 months per year, please identify the scheduled month(s) off. (Periods off work are determined by the Manager and are based on departmental needs).</p>
Time Base Change:	<p><u>For Recruitments & Employee Transactions:</u> If you are adjusting an incumbent's or the positions' time base, enter the fractional changes in the appropriate spaces. (e.g. From 1/2 To 3/4, or FT to 3/4)</p>
Pay plan change:	<p><u>For Recruitments & Employee Transactions:</u> If this transaction is to change an employee or a position from one pay plan to another, indicate the appropriate information here. (e.g. From a 10/12 to a 12 month appointment, or 12 month to 10/12 (remember to enter periods off)</p>
Salary: Entry/Current	<p><u>For New Position or Recruitment:</u> Enter the <i>entry monthly salary</i> from the Salary Schedule for the Classification and skill level of this request. The salary schedule can be found: at http://www.calstate.edu/hrpims/salary.htm</p> <p><u>For Employee transactions:</u> for an existing employee...enter the current monthly rate of pay for this employee.</p>
Salary: Max Budgeted	<p>Enter the maximum monthly salary amount that is available/ budgeted for this position/transaction. (do not include benefits \$)</p>



California State University, Stanislaus
Instructions for Completing the
Staff and Management
Recruitment and Employment Transaction Request Form

Salary: Actual Monthly	<p><u>For Employee Transactions:</u> enter the <i>actual</i> monthly rate of pay of the current employee with the necessary adjustments from this transaction (if applicable). (e.g. if change in time base from ½ time to ¾ time, this will result in an increase in their monthly base salary)</p> <p><u>For Recruitment:</u> the actual monthly rate of pay can be entered once a selection is made. Use of this field is optional for recruitments.</p>
Salary: Hourly Rate	Enter the hourly rate of pay if the transaction is for an hourly intermittent position or employee. (Hourly rate = monthly rate divided by 173.33).
Stipend:	If this transaction is for a monthly stipend, enter the percentage here. (Please consult with HR regarding stipends prior to submitting your request).
Bonus:	If this transaction is for, or includes, a one-time bonus, enter the lump sum amount here. (Please consult with HR regarding bonuses prior to submitting your request).

PART IV: BUDGET AND POSITION CONTROL INFORMATION

(This information will be provided by the College, Division, or VP level Budget Analyst).

<i>Field Name</i>	<i>What Contents Should Be</i>
Funding:	From the drop down box, select the option that appropriately reflects the source of funding e.g. recurring base (general fund); non-recurring (general fund carry-forward funds); Self-Support, Grant or Contract Funds (e.g. UEE, Health, Parking, Housing, Foundation and State contracts and grants).
Request to Upgrade/Downgrade the current budgeted classification:	If this transaction is intended to change/upgrade/downgrade the current budgeted position's classification submitted in the annual campus FIRMS submission, check the box, select Perm or Temp from the drop down box, and enter the effective and end dates and a short justification. This must be done in conjunction with a review by HR for proper classification.
PIMS Position Number:	This thirteen-digit numeric payroll header represents the Fund (3 digits), Reporting Unit (3 digits), Job Code (4 digits), and Serial Number (3 digits) and is used by the State Controller to process payroll. The transaction determines if a New PIMS number is required (e.g. newly established Department ID, position reclassification, or position does not currently exist.)
Department Name & ID:	Enter the name and ID of the department that expenses are charged.
CMS Position Number:	This eight-digit numeric Position ID identifies and tracks all transactions associated with this position. The transaction determines if a New CMS number is required (e.g. newly established Department ID, position reclassification, or position does not exist.)
Max Salary and Max Benefit Funding:	Indicate the amount of funding available for this transaction. If appointments exceed the Max Funding available, Human Resources will notify the hiring manager to resolve prior to approving the final hiring recommendation.
CMS Account, Fund, Dept ID, Program/Project:	Enter the twenty alpha-numeric chart string associated with the Department Name e.g. Account (6 numeric), Fund (4 alphanumeric), DeptID (5 numeric), and if applicable, Program (4 alphanumeric) or Project (5 alphanumeric).



California State University, Stanislaus
Instructions for Completing the
Staff and Management
Recruitment and Employment Transaction Request Form

Request to change department funding source or Supervisor:	This information is used to update the CMS position database when reorganizations or the funding source changes (e.g. from general fund to self-support). This field is also used for a change in the Supervisor, which is again, the 1 st level non-bargaining unit manager/supervisor.
Budget Analyst Signature:	The Division or VP level Budget Analyst signature indicates that they have reviewed this request and checked funding availability.

PART V: REQUIRED ATTACHMENTS

<i>Field Name</i>	<i>What Contents Should Be</i>
Justification Memo	Please attach a memo with the appropriate information that provides applicable background information regarding this request. Include justification that outlines your reasons for approval of this request.
Organization Chart	Please attach a current, updated organizational chart appropriate for the position. This should encompass the overall department and areas of primary responsibility.
Position Description	Please attach a current and updated position description for all recruitment or appointment transactions affecting changes in classification. The position description form and instructions can be found at: http://www.csustan.edu/hr/Apps-Forms-Policies-Procedures/Forms-Apps.html

PART VI: APPROVALS (original signatures are required)

<i>Field Name</i>	<i>What Contents Should Be</i>
Chair / Supervisor/Dept Mgr.	Please print the name of the Chair or MPP responsible for the position. This individual should sign and date the form.
Dean/Director/AVP	Please print the name of the Dean, Department Director or AVP. This individual should sign and date the form.
Provost / Vice President	When applicable, all requests for Academic Affairs positions and/or employees should be forward to the Provost for review. All requests for other departments should be forwarded to the appropriate Vice President for review and approval.
President (or designee)	HR will determine the need for the President (or designee) signature and will route the form when necessary. Do not route directly to the President.
Human Resources	All requests should be forwarded to the Human Resources office for review of information and classification.
Budget Office	Human Resources will forward for Budget review and approval for CMS position control transactions and any necessary budgetary review.