STAFF ACTION FORM

Training
WHAT IS THE PURPOSE OF THE SAF?

- Departments must complete a Staff Action Form (SAF) in order to initiate employment actions for staff and management employees (non-faculty).

- Includes: Hires, separations, leaves of absences, and funding source changes....

- The SAF can only be processed when all of the information is complete and correct.

- Incomplete or incorrect SAF’s may cause a delay in pay for employees and/or delays in the correct recording of actual expenditures.
The Staff Action Form is date driven.

A Separate Staff Action Form must be completed for each effective date and/or transaction.

Deadline to get SAF’s processed in the current pay period ... Have them to Employment by the 10\textsuperscript{th} of the month!
An Enhanced Staff Action Form Experience

- Featuring
  - A new look!
  - Drop Down Boxes!
  - Expanded Instructions!
  - Action Reasons Reference!
  - Time base: when the decimal is entered, the Fraction field displays the corresponding value!
  - Time base Conversion Reference!

*We get excited about Staff Action Forms here in HR. Why, you ask? They initiate ALL employee actions!*
What do we hope to accomplish with the new form?

- Guide users in finding the needed information to complete the form accurately, the first time.
- Clarify what information is needed by the Human Resources Service Center (HRSC) units.
- Who to contact for questions.
IMPLEMENTATION OF THE NEW STAFF ACTION FORM

Transition Timelines

- The old Staff Action Form will be discontinued on April 30th, 2013
  We will not accept SAF’s on

- The new Staff Action Form is available now!

Where is the New SAF located?

- www.csuchico.edu/hr - Forms and Documents
## Staff Action Form

**Updated 3/18/2013**

**Submit original to Human Resources Service Center Kendall 220 or Zip 010**

### General Information

- **Employee Name:**
- **Chico State ID:**
- **Department:**
- **Completed by:**
- **Sequence:**
- **Date:**
- **Corrects SAF dated:**
- **Recruitment #:**
- **Phone:**
- **Zip:**

### Action Description

- **Type:**
- **Reason:**
- **Reason Usage:**
- **Effective Date:**

### Current Status

**Funding**

- **Dept ID**
- **Fund**
- **Program # Assigned**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Job Code</th>
<th>CMS Position #</th>
<th>Emp Rod #</th>
<th>Decimal</th>
<th>Fraction</th>
<th>End Date</th>
<th>Temp App</th>
<th>Regular Grades</th>
<th>FLSA Status</th>
<th>Full-Time</th>
<th>Actual</th>
<th>Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Pay Plan:**
- **Month(s) Off:**

### New Status

**Funding**

- **Dept ID**
- **Fund**
- **Program # Assigned**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Job Code</th>
<th>CMS Position #</th>
<th>Emp Rod #</th>
<th>Decimal</th>
<th>Fraction</th>
<th>End Date</th>
<th>Temp App</th>
<th>Regular Grades</th>
<th>FLSA Status</th>
<th>Full-Time</th>
<th>Actual</th>
<th>Verified</th>
</tr>
</thead>
</table>

- **Pay Plan:**
- **Month(s) Off:**
- **Standard Schedule:**
- **HRSC USE ONLY**
  - **MPP Long Working Title:**
  - **MPP Short Working Title:**
  - **MPP Jobcode:**

### Leave Without Pay Information

- **Percentage of time on leave:**
- **Date employee is expected to return to work:**
- **Last day on regular payroll:**
- **Last day worked:**

### Separation Information

- **Lump Sum eligible leave hours:**
- **Last day on regular payroll (name as SAF Effective Date):**
- **If yes, please attach advance absence report:**
- **Last day physically worked:**

### Approval Signatures

- **Dean/Director/Vice Provost**
  - **Name:**
  - **Date:**
  - **Name:**
  - **Date:**

- **Vice President**
  - **Name:**
  - **Date:**
  - **Human Resources Service Center MPP**
  - **Date:**

**To the best of my knowledge, the Information represented by the VP on this form is complete.**
<table>
<thead>
<tr>
<th>Work hours/week</th>
<th>Time base</th>
<th>Fraction</th>
<th>Standard Schedule hrs/day (Mon-Fri)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>0.1</td>
<td>1/10</td>
<td>0.8</td>
</tr>
<tr>
<td>6</td>
<td>0.15</td>
<td>3/20</td>
<td>1.2</td>
</tr>
<tr>
<td>8</td>
<td>0.2</td>
<td>1/5</td>
<td>1.6</td>
</tr>
<tr>
<td>10</td>
<td>0.25</td>
<td>1/4</td>
<td>2</td>
</tr>
<tr>
<td>12</td>
<td>0.3</td>
<td>3/10</td>
<td>2.4</td>
</tr>
<tr>
<td>14</td>
<td>0.35</td>
<td>7/20</td>
<td>2.8</td>
</tr>
<tr>
<td>15</td>
<td>0.375</td>
<td>3/8</td>
<td>3</td>
</tr>
<tr>
<td>16</td>
<td>0.4</td>
<td>2/5</td>
<td>3.2</td>
</tr>
<tr>
<td>18</td>
<td>0.45</td>
<td>9/20</td>
<td>3.6</td>
</tr>
<tr>
<td>19.2</td>
<td>0.48</td>
<td>12/25</td>
<td>3.84</td>
</tr>
<tr>
<td>20</td>
<td>0.5</td>
<td>1/2</td>
<td>4</td>
</tr>
<tr>
<td>22</td>
<td>0.55</td>
<td>11/20</td>
<td>4.4</td>
</tr>
<tr>
<td>24</td>
<td>0.6</td>
<td>3/5</td>
<td>4.8</td>
</tr>
<tr>
<td>25</td>
<td>0.625</td>
<td>5/8</td>
<td>5</td>
</tr>
<tr>
<td>25.2</td>
<td>0.63</td>
<td>46/73</td>
<td>5.04</td>
</tr>
<tr>
<td>26</td>
<td>0.65</td>
<td>13/20</td>
<td>5.2</td>
</tr>
<tr>
<td>28</td>
<td>0.7</td>
<td>7/10</td>
<td>5.6</td>
</tr>
<tr>
<td>30</td>
<td>0.75</td>
<td>3/4</td>
<td>6</td>
</tr>
<tr>
<td>32</td>
<td>0.8</td>
<td>4/5</td>
<td>6.4</td>
</tr>
<tr>
<td>34</td>
<td>0.85</td>
<td>17/20</td>
<td>6.8</td>
</tr>
<tr>
<td>35</td>
<td>0.875</td>
<td>7/8</td>
<td>7</td>
</tr>
<tr>
<td>36</td>
<td>0.9</td>
<td>9/10</td>
<td>7.2</td>
</tr>
<tr>
<td>38</td>
<td>0.95</td>
<td>19/20</td>
<td>7.6</td>
</tr>
<tr>
<td>40</td>
<td>1</td>
<td>1</td>
<td>8</td>
</tr>
</tbody>
</table>
Seven Sections That May Need To Be Completed

1. General Information
2. Action Description
3. Current Status
4. New Status
5. Leave Without Pay Information
6. Separation Information
7. Approval Signatures
Search PeopleSoft CSU ID Search – Why?

- To locate the Employee ID of the person you will be processing a transaction for.
- To view all active positions an employee may have.
- To determine if the employee is new to campus.
Any users with access to Human Resources data have access to CSU ID Search. From the Main Menu choose CSU ID Search.

Note - The Empl Record for the active position.
COMPLETING THE STAFF ACTION FORM: GENERAL INFORMATION SECTION
Enter Employee’s name exactly as it appears in PeopleSoft.

If new employee, enter the legal first and last name.
## General Information

### Sequence
Enter the page number & number of pages to be processed (i.e. 1 of 1, or 1 of 2 & 2 of 2, etc.). The SAF worksheet can be copied if a second sequence number is needed.

### Date
Today’s date.

### Employee Name
Enter the legal first and last name of the employee.

### Chico State ID
PeopleSoft unique 9-digit number. Complete for all existing employees. Leave blank for new employees only.

### Corrects SAF Dated
Use this only if you are correcting information from a prior SAF by entering the date of the original SAF.

### Department
Enter the name of the employee’s department(s) - please do not use abbreviations. For new employees this is the department(s) they are being hired into. For current employees it is the current department(s). For example, an employee in a single department - **Physics**; an employee in multiple departments - **Construction Mgmt/Civil Engineering**.

### Recruitment #
Complete if appointing an employee as a result of recruitment.

### SAF Completed by
Name, extension and zip of the person that completed the SAF or the name of the person HRSC should contact for questions.
COMPLETING THE STAFF ACTION FORM: ACTION DESCRIPTION SECTION
CONTACTS FOR ACTION TYPES

- **Hire:**
  - Employment Services at ext. 4664

- **Change:**
  - Employment Services at ext. 4664
  - Classification and Compensation at ext. 5433
  - Accounting Operations at ext. 5938 (Martha)

- **Separation:**
  - Employment Services at ext. 4664

- **Leave:**
  - Benefits and Workers’ Compensation at ext. 5436
NEW ACTION SCENARIO

- Our sample employee Amelia Earhart will be going on a personal partial LWOP at the beginning of the November pay period 2012. In this case it is 10/31/12. (Refer to the Faculty and Staff Calendar located on the payroll website - csuchico.edu/hr/calendars.shtml)
- Type: Leave * Once Type has been selected, choices for the reason will be provided in the drop down box
- Reason: LWOP – Personal - Partial *Once reason is selected, Reason Usage automatically populates.
## Leave

<table>
<thead>
<tr>
<th>Action Type</th>
<th>Action Reason</th>
<th>Reason Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave</td>
<td>LWOP-Personal-Partial</td>
<td>Place employee on partial personal leave without pay</td>
</tr>
<tr>
<td>Leave</td>
<td>LWOP-Personal-Full</td>
<td>Place employee on full personal leave without pay</td>
</tr>
<tr>
<td>Leave</td>
<td>Return from Paid LOA</td>
<td>Return employee from a paid leave of absence</td>
</tr>
<tr>
<td>Leave</td>
<td>Return from LWOP</td>
<td>Return employee from a leave without pay</td>
</tr>
<tr>
<td>Leave</td>
<td>LWOP-Military Service</td>
<td>Place employee on unpaid military leave</td>
</tr>
<tr>
<td>Leave</td>
<td>LWOP-Professional-Full</td>
<td>Place employee on full professional unpaid leave without pay</td>
</tr>
<tr>
<td>Leave</td>
<td>LWOP-Union Release</td>
<td>Place employee on unpaid leave for union business</td>
</tr>
<tr>
<td>Leave</td>
<td>LWOP-Professional-Partial</td>
<td>Place employee on partial professional unpaid leave without pay</td>
</tr>
<tr>
<td>Leave</td>
<td>Ext Partial Lv - Professional</td>
<td>Extend partial professional leave of absence</td>
</tr>
<tr>
<td>Leave</td>
<td>MPP Paid Admin Leave - 42729a</td>
<td>Place MPP employee on paid administrative leave per 42729a</td>
</tr>
<tr>
<td>Leave</td>
<td>MPP Paid Admin Leave - 42729b</td>
<td>Place MPP employee on paid administrative leave per 42729b</td>
</tr>
<tr>
<td>Leave</td>
<td>Ret from MPP Pd Adm Lv-42729a</td>
<td>Return MPP employee from paid administrative leave per 42729a</td>
</tr>
<tr>
<td>Leave</td>
<td>Ret from MPP Pd Adm Lv-42729b</td>
<td>Return MPP employee from paid administrative leave per 42729b</td>
</tr>
<tr>
<td>Action Type</td>
<td>Action Reason</td>
<td>Reason Usage</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Hire</td>
<td>Appointment</td>
<td>Hire for initial CSU appointment</td>
</tr>
<tr>
<td>Hire</td>
<td>Concurrent Job</td>
<td>Hire into concurrent appointment(s)</td>
</tr>
<tr>
<td>Hire</td>
<td>Rehire</td>
<td>Rehire separated employee</td>
</tr>
</tbody>
</table>
## Action Reason

<table>
<thead>
<tr>
<th>Action Type</th>
<th>Action Reason</th>
<th>Reason Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change</td>
<td>New Temp Appointment</td>
<td>Assign temporary appt./reappoint active emp. to a successive temporary appt. w/ no separation</td>
</tr>
<tr>
<td>Change</td>
<td>In-Class Progression</td>
<td>In-class progress to higher skill level w/ in a classification/diff. MPP Code. Non-recruitment</td>
</tr>
<tr>
<td>Change</td>
<td>Job Reclassification</td>
<td>Employee level job reclassifications</td>
</tr>
<tr>
<td>Change</td>
<td>Promotion</td>
<td>Permanent or temporary move to higher skill level typically following a recruitment</td>
</tr>
<tr>
<td>Change</td>
<td>In Range Progression</td>
<td>Salary progression within a grade (range) - Campus funded</td>
</tr>
<tr>
<td>Change</td>
<td>Voluntary Reassignment</td>
<td>Permanent or temporary voluntary reassignment</td>
</tr>
<tr>
<td>Change</td>
<td>Involuntary Reassignment</td>
<td>Permanent or temporary involuntary reassignment</td>
</tr>
<tr>
<td>Change</td>
<td>Reassignment – Pay Plan Change</td>
<td>Reassignment – Pay Plan Change</td>
</tr>
<tr>
<td>Change</td>
<td>Reassignment – Reinstatement from Temp</td>
<td>Reassignment – reinstatement from temporary reassignment.</td>
</tr>
<tr>
<td>Change</td>
<td>Reassignment – Reinstatement to Former Class</td>
<td>Reassignment – Reinstatement to Former Class upon Rejection during Probation</td>
</tr>
<tr>
<td>Change</td>
<td>Stipend</td>
<td>Monthly stipend amount</td>
</tr>
<tr>
<td>Change</td>
<td>Fund Source Change</td>
<td>Update fund source(s)</td>
</tr>
<tr>
<td>Change</td>
<td>Temp to Prob/Perm Appt</td>
<td>Assign temporary employee to new prob/perm appointment when no separation is posted</td>
</tr>
<tr>
<td>Change</td>
<td>Time Base Change</td>
<td>Update time base (FTE and/or Standard Hours)</td>
</tr>
<tr>
<td>Change</td>
<td>Extend Appointment</td>
<td>Extend temporary promotion/reassignment/reclassification</td>
</tr>
<tr>
<td>Action Type</td>
<td>Action Reason</td>
<td>Reason Usage</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Separation</td>
<td>End Temporary Appointment</td>
<td>End Temporary Appointment</td>
</tr>
<tr>
<td>Separation</td>
<td>Resignation</td>
<td>Resignation</td>
</tr>
<tr>
<td>Separation</td>
<td>Retirement Service</td>
<td>Service Retirement</td>
</tr>
<tr>
<td>Separation</td>
<td>Separation by Agency</td>
<td>Separation by Agency</td>
</tr>
<tr>
<td>Separation</td>
<td>Auto Resignation/AWOL</td>
<td>Automatic resignation due to non-reported / unauthorized absence</td>
</tr>
<tr>
<td>Separation</td>
<td>Retirement-Disability</td>
<td>Retirement action due to disability</td>
</tr>
<tr>
<td>Separation</td>
<td>Dismissal</td>
<td>Terminate for disciplinary/ performance/ or disability reasons, pursuant to Ed Code 89536</td>
</tr>
<tr>
<td>Separation</td>
<td>Death</td>
<td>Death</td>
</tr>
<tr>
<td>Separation</td>
<td>Failure to Return from Leave</td>
<td>Terminate employee for failure to return from a leave of absence</td>
</tr>
<tr>
<td>Separation</td>
<td>Rejected During Prob/NonRetentn</td>
<td>Reject non-academic employee prior to end of probation period</td>
</tr>
</tbody>
</table>
COMPLETING THE STAFF ACTION FORM: CURRENT STATUS SECTION
The information provided in this section must be the status of the employee the **day before the effective date** of any change.
LOCATING FUNDING INFORMATION
VERIFY CURRENT FUNDING FOR POSITIONS WITH SPLIT FUNDS

Verify current funding by viewing both the Specific Information tab and the Detailed Position Description link on the Description Tab.

For more information about positions or position funding, reference the CMS Position Business Process Guide or contact Martha Barbera at ext. 5938.
CURRENT POSITION INFORMATION AVAILABLE IN JOB DATA

Location of Classification, Job Code, Time Base Decimal, Reports To Position Number, and Reports To Name
**Location of CMS Position #**

![Image of job data system]

- **Position Number:** 00003005
- **Admin Support Coord 11/12**

---

**Position - All positions currently held in your area.**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Job Code</th>
<th>CMS Position #</th>
<th>Empl Rcd #</th>
<th>Time base</th>
<th>End Date Temp Appt</th>
<th>Range/Grade</th>
<th>FLSA Status</th>
<th>Full-Time</th>
<th>Actual</th>
<th>HRSC Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>00003005</td>
<td></td>
<td>Decimal</td>
<td>Fraction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The FLSA Status is located on the Job Information tab in Job Data. In Job Data on the Job Information Tab, expand the USA Flag to display FLSA status.
FLSA status can also be found in Position Data. While on the Description tab, expand the USA flag.
FLSA STATUS
CSU SALARY SCHEDULE

FLSA Status can also be seen on the CSU Salary Schedule


• Enter the class code to search

• Select the correct Range/Grade

• Click the FLSA hyperlink/title to see more detail
USING THE CSU SALARY SCHEDULE

CSU Salary Schedule

The Office of the Chancellor, Systemwide Human Resources, is the official distributor of the CSU salary schedule. As a result, the CSU will not be held responsible for any salary schedule amendment or pay letter update other than those initiated by the Office of the Chancellor. Questions regarding the salary schedule can be forwarded to your campus’ Human Resources department or Systemwide Human Resources. Salary schedule files are updated on an ongoing basis.

Basic Search of Salary Schedule Records for Word(s) or Class Code(s):

1034

Most Recent Effective Dates

Search Help

Return to Search

CSU Salary Schedule - Summary

2 records found.

<table>
<thead>
<tr>
<th>Class</th>
<th>Range</th>
<th>Effective Date</th>
<th>Class Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1034</td>
<td>1</td>
<td>2012-04-01</td>
<td>ADMINISTRATIVE SUPPORT COORDINATOR - 11/12</td>
</tr>
<tr>
<td>1034</td>
<td>2</td>
<td>2012-04-01</td>
<td>ADMINISTRATIVE SUPPORT COORDINATOR - 11/12</td>
</tr>
</tbody>
</table>
# CSU Salary Schedule Information

## Administrative Support Coordinator - 11/12 - Coordinator II

**Classification and Qualification Standards document (.pdf)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Range</th>
<th>Effective Date</th>
<th>Pay Letter</th>
<th>CBID</th>
<th>Abbreviated Class Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1034</td>
<td>2</td>
<td>4/1/2012</td>
<td>2012-01</td>
<td>R07</td>
<td>ASC-11/12-CII</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLSA</th>
<th>SISA</th>
<th>Shift Differential</th>
<th>Occupational Index</th>
<th>Affirmative Action</th>
<th>Employee Category</th>
<th>Vacation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>C1</td>
<td>C7B</td>
<td>1</td>
<td>1</td>
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</table>

<table>
<thead>
<tr>
<th>Annual Factor</th>
<th>Budget Occupation</th>
<th>Salary Per</th>
<th>Campus Code</th>
<th>License Type</th>
<th>AY Class</th>
<th>MPP AGL</th>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>00</td>
<td>M</td>
<td>00</td>
<td>0</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Plan</th>
<th>Establish Date</th>
<th>Footnote</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>9/1/1998</td>
<td>00</td>
<td>1</td>
</tr>
</tbody>
</table>

### Variable Rate Salary - Monthly

<table>
<thead>
<tr>
<th>Minimum Rate</th>
<th>SSI Max Rate</th>
<th>Maximum Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,818.00 M</td>
<td>.00 M</td>
<td>4,230.00 M</td>
</tr>
<tr>
<td>16.26 H</td>
<td>.00 H</td>
<td>24.40 H</td>
</tr>
<tr>
<td>33,816.00 A</td>
<td>.00 A</td>
<td>50,760.00 A</td>
</tr>
</tbody>
</table>
Range/Grade is on the Salary Plan tab:

![Salary Plan screenshot](image-url)
Full-Time Salary is available on the Compensation tab under Pay Components.
FINDING MONTH(S) OFF IN CURRENT POSITION INFORMATION

Job Data – CSU Job Tab – Include History – View All
COMPLETING THE STAFF ACTION FORM: NEW STATUS SECTION
**NEW STATUS SECTION**

This section corresponds with the action you are completing and should reflect all positions within the unit. Complete the fields for each POSITION the employee will hold AFTER this action has been processed.

**FUNDING:** For questions regarding FUNDING, please contact ext. 5938 within the Accounting Operations Office.

DeptID, Fund, or Program (Charfield String): Positions can have associated funding either to the Dept ID level or can include Program designation. Specific funding details must be indicated here to be set up and/or verified with the corresponding action.

% Assigned: This field is used to split funding of a position between multiple charfield strings. The total percent must add to 100% regardless of the time base of the position.

**POSITION:** List all positions the employee currently holds in your unit ONLY. Complete the fields for each position. Information regarding the employees positions in your unit can be located in PeopleSoft/CMS. The navigation is Home > Workforce Administration > Job Information > Job Data. Questions regarding CURRENT POSITION please contact the Employment Office at ext. 4664.

Classification: This is the class title of the position. Ex: ASC 12 Month, or ASA 12 Month.

Job Code: The 4-digit classification code for the position. Ex: 1035 for the ASC 12 month, or 1032 for the ASA.

CMS Position #: This information is located on the Work Location tab in Job Data (PeopleSoft/CMS). All 8 digits should be entered. For questions regarding position number, please call ext. 5938 within the Accounting Operations Office.

Empl. Rcd #: This information is located in Job Data in the top right hand corner next to the Empl. ID#. This is a system assigned number that is created once a person is hired into the system and is specific to each position.

Time base: Enter the decimal and the associated pay fraction will be populated. Refer to the Conversion Chart Reference sheet as needed to ensure that a timebase has a corresponding fraction. Contact the Employment Office at ext. 4664 if there is no match.

End Date (Temporary Appointment Only): Date that temporary appointment, reassignment, reclassification, or promotion ends.

Range/Grade: This numeric code identifies the range of salary within a classification. Available on the Salary Plan tab in PeopleSoft/CMS Job Data for existing employees. For new employees, see the CSU Salary Schedule.

FLSA Status: Indicate whether a job is Exempt or Non-exempt according to the Fair Labor Standards Act. All employees associated with a particular job will receive that job's FLSA Status. The FLSA Status changes according to the Job Code and Salary Grade that is assigned to this employee. The FLSA Status field indicates whether a Job Code/Salary Grade is subject to overtime according to the Fair Labor Standards Act. Valid values include 'E' (Exempt), 'NE' (Non-Exempt), 'O' (Other). See the CSU Salary Schedule.

Salary (Full Time and Actual): Full time is what the employee would be paid if working full time in the position. The Full Time salary should be a whole number unless appointing an intermittent employee. Actual is the amount they receive at the time base fraction listed. Available on the Compensation tab in PeopleSoft/CMS Job Data for existing employees. For new employees, see the CSU Salary Schedule.

Pay Plan: Select the corresponding pay plan for employees assigned to the 10/12, 11/12 or 12/12 pay plans.

Months Off: Enter the month(s) off for employees assigned to 10/12 or 11/12 pay plans. Leave Blank for 12/12 pay plans.

Standard Schedule: Indicate Y (Yes) if the employee is working the standard campus work schedule. If the employee is not working the standard schedule, indicate N (No) and attach a Notice of Work Schedule form.

MPP long working title: (New Status Section Only) Enter the working title for MPP classifications. This field is only completed for MPP positions.

Reports To: (New Status Section Only) Complete the CMS position number and name of the individual the employee reports to. The ‘Reports To’ position/name is the direct report for the employee. (Manager, Supervisor, or Lead)
### GENERAL INFORMATION

- **Employee Name:** Amelia Earhart
- **Chico State ID:** 000042030
- **Department:** Civil Engineering
- **Completed by:** Yours Truly
- **Sequence:** 1 of 1
- **Date:** 10/11/12

### ACTION DESCRIPTION

- **Type:** Leave
- **Reason:** LWOP-Personal-Partial
- **Effective Date:** 10/31/12
- **Reason Usage:** Place employee on partial personal leave without pay

### CURRENT STATUS

**Funding**
- Dept ID: D02400
- Fund: G1600
- Program: 100%

<table>
<thead>
<tr>
<th>Classification</th>
<th>Job Code</th>
<th>CMS Position #</th>
<th>EmpI Rcd #</th>
<th>Decimal</th>
<th>Fraction</th>
<th>End Date</th>
<th>Temp Appt</th>
<th>Range/ Grade</th>
<th>FLSA Status</th>
<th>Full-Time</th>
<th>Actual</th>
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**Pay Plan:** 11/12

**Month(s) Off:** July
- Time base – enter decimal and the fraction auto populates.
- Enter full-time salary and the actual salary calculates based on time base.
- Use Pay Plan drop down box to choose option for employee’s pay plan.
1. If the action is a separation, the last day on regular payroll will auto-populate according to the effective date listed in the Action Description.
2. On signature lines please **type** in the names of all persons the will be signing
3. SAF must be sent to VP/Provost for signature before sending it to HR

### Separation Information

- **Lump Sum eligible leave hours:**
- **If yes, please attach advance absence report:**
- **Last day on regular payroll (same as SAF Effective Date):**
- **Last day physically worked:**

### Approval Signatures

- **Dean/Director/Vice Provost**
  - **Name:**
  - **Date:**
  - **Name:**
  - **Date:**

- **Vice President**
  - **Name:**
  - **Date:**

- **Human Resources Service Center MPP**
  - **Name:**
  - **Date:**
  - **To the best of my knowledge, the information represented by the VP on this form is complete.**

### HRSC Use Only

- **CBU:**
- **Letter:**
- **Probationary End Date:**
- **Verified:**
Quick Links For Assistance In Completing the Form
http://www.csuchico.edu/hr/forms.shtml

Resource Links

CSU Classifications: http://www.calstate.edu/HRAdm/Classification/index.shtml
CSUC Calendars: http://www.csuchico.edu/hr/calendars.shtml
Position Management BPG: http://www.csuchico.edu/hr/_docs/HRIS-CMS-PostionData.pdf
Notice of Work Schedule Form: http://www.csuchico.edu/hr/_docs/PYRL-WorkSchedule.pdf
Schedule Matrix: http://www.csuchico.edu/hr/payroll/amss/schedules.shtml
Schedule Guidelines: http://www.csuchico.edu/hr/_docs/PYRL-ScheduleGuidelines.pdf
TAKE AWAYS

- Be proactive! Don’t hesitate to call if you have a question
- The enhanced features of the form and quick reference guides
- Refer to PeopleSoft Job Data for accurate information on your employee
- When complete and all signatures are received, your VP or the Provost will send the form to Employment Services
- Please fill out the online form for each new Staff Action Form to ensure the most recent version is used