

Action Request Form

Human Resources

The University Corporation

Action and General Info

<p style="text-align: center;">Waiver of Recruitment</p> <p> <input type="checkbox"/> Emergency Hire FT <input type="checkbox"/> Named In Grant <input type="checkbox"/> Emergency Hire PT <input type="checkbox"/> Scholar <input type="checkbox"/> Emergency Hire Interim </p> <p style="color: red; text-decoration: underline;">Complete Waiver of Recruitment section below</p>	<p style="text-align: center;">Changes</p> <p><input type="checkbox"/> Other- Change to appointment</p> <p style="color: red; text-decoration: underline;">Complete Change Section below</p>
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Recruitment

PAYROLL INFORMATION			
Department Name:			
Account:	Fund:	Department:	Project:
* TUC, Research & Sponsored Projects (Print):		Signature:	Date:
New Position? <input type="checkbox"/> Yes <input type="checkbox"/> No Job Title: _____ Reports to: _____			
Name of Hire: _____ Reason for Appointment: _____			
Brief Job Description or Include Attachment:			
Effective Date: _____ End Date: _____			
Time Base: <input type="checkbox"/> Full-time (30 hours+) <i>Full-time employees receive medical, dental, vision, vacation, and sick benefits.</i> <input type="checkbox"/> Part-time Regular <input type="checkbox"/> Part-Time Intermittent # of hours per week _____			
Hourly Rate (Non-exempt):		Will this person need e-time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Salary Rate (Full-time exempt Only):		Will this person be supervising employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
License / Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No Email: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please attach Background Verification Form and indicate if LiveScan is needed</i>			

Changes

	<u>Effective Date</u>	<u>End Date</u> <small>(if applicable)</small>	Change To: (if applicable)
<input type="checkbox"/> Extend Temporary Appointment			
<input type="checkbox"/> Additional/ Concurrent Assignment			
<input type="checkbox"/> Transfer			Explain:
<input type="checkbox"/> Time Base Change - Temporary			New Time Base: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time
<input type="checkbox"/> Time Base Change – Ongoing			New Time Base: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time
<input type="checkbox"/> Other-			Explain:

OHR Approval: _____ **Date** _____ **CSU Comparable:** _____

CONTACT INFORMATION	
Name:	Extension:

SIGNATURES/APPROVALS			
Name of Director, Research & Sponsored Programs (If Applicable) PRINT	Signature:	Date:	EXT:
Name of Supervisor PRINT	Signature:	Date:	EXT:
Auxiliary Human Resources (NAME / TITLE) PRINT	Signature:	Date:	EXT:

Types of Temporary Hires					
Appointment Type	Do they need to be enrolled as a CSUN student?	Pay Requirement	Hours	Benefits	Expiration
Emergency Hire FT	No	Based on position and level	Full-time – 30+ hours	FT >30 eligible for benefits	Maximum 3 months
Emergency Hire PT	No	Based on position and level	Part-time- Less than 30 hours	No benefits	6 months
Named in Grant	No	Based on position and level	Full-time (30+) or Part-time	FT >30 eligible for benefits PT < 30 not eligible for benefits	Date used is Grant expiration
Research Assistant- (Student) USE STUDENT ARF	Yes. Must be enrolled as a current student	Minimum wage to \$24 based on type of work	Full-time (30+) or Part-time	FT >30 eligible for benefits PT < 30 not eligible for benefits	No expiration
Research Assistant (Non-student Staff)	No	Minimum wage to \$24 based on type of work	Full-time (30+) or Part-time	FT >30 eligible for benefits PT < 30 not eligible for benefits	6 months Can be renewed if a break in service
Scholar	No	Must meet minimum wage for Exempt	Full-time (30+) or Part-time	FT >30 eligible for benefits PT < 30 not eligible for benefits	Variable
Student Assistant – USE STUDENT ARF	Yes. Must be enrolled as a current student	Minimum wage to \$24 based on type of work	School in session- max 20 hours a week School not in session- can work 40 hours a week for a maximum of 3 months a year.	No benefits	No Expiration
Licensing Liaison or Event Staff	No	\$16.80 or \$35.00	Hired per event	No benefits	1 year Can be renewed if break in service