

CALIFORNIA STATE UNIVERSITY, FRESNO AUXILIARY CORPORATIONS

TRANSACTION FORM

☐ Association

☐ Foundation

☐ Ag Foundation

☐ P.F.C.

☐ ASI

NEW HIRE INFORMATION									
Employee Name:					Aux ID#:			Date of Hire:	
Cost Center:		Object:	Subsidiary:	Department:			Phone Extension:		
Job Title:				Supervisor:			MS #:	Check Route:	
<input type="checkbox"/> Monthly	Pay Rate:			<input type="checkbox"/> 100% Time OR			<input type="checkbox"/> Exempt		
<input type="checkbox"/> Hourly				<input type="checkbox"/> _____% Time			<input type="checkbox"/> Non-Exempt		
Does this position have supervisory responsibilities?			Is driving a requirement for this position?			Confidential data access?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No			
BENEFITS ELIGIBILITY									
(Please check all that apply to employee)		<input type="checkbox"/> Medical	<input type="checkbox"/> Life	<input type="checkbox"/> Sick Leave					
		<input type="checkbox"/> Dental	<input type="checkbox"/> Supp Life (Assoc. only)	<input type="checkbox"/> Holiday Pay					
		<input type="checkbox"/> Vision	<input type="checkbox"/> Vacation	<input type="checkbox"/> 401k _____%					
CHANGE TO CURRENT STATUS									
<input type="checkbox"/> Promotion		New Position: _____			Effective Date: _____				
<input type="checkbox"/> Reclassification									
<input type="checkbox"/> Increase/Decrease of Hours from: _____ hours/wk to: _____ hours/wk							Effective Date: _____		
COST CENTER CHANGE									
Old Cost Center: _____			New Cost Center: _____			Effective Date: _____			
PAY INCREASE *Please provide justification									
<input type="checkbox"/> Merit	Current Pay Rate: \$ _____			New Pay Rate: \$ _____			Effective Date: _____		
<input type="checkbox"/> Incentive									
JUSTIFICATION									
APPROVALS									
Employee Signature:				Title			Date		
Supervisor/Project Director							Date		
Dean/AVP							Date		
Provost/Vice President (New Hires and Salary Increases Only)							Date		
Post Award Analyst							Date		
Human Resources Director							Date		
HUMAN RESOURCES/PAYROLL USE ONLY									
HR Entry:		Date:	Benefits Entry:		Date	Payroll Entry:		Date	