

# Action Request Form

Human Resources

The University Corporation

Action and General Info	<b>Waiver of Recruitment</b> <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		<b>Changes</b> <input type="checkbox"/> Other- Change to appointment	
	<u>Complete Waiver of Recruitment section below</u>		<u>Complete Change Section below</u>	
	<b>PAYROLL INFORMATION</b>			
Recruitment	<b>Department Name:</b>			
	Account:	Fund:	Department:	Project:
	* TUC, Research & Sponsored Projects (Print):		Signature:	Date:
	<b>New Position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Job Title:</b> _____ <b>Reports to:</b> _____			
	<b>Name of Hire:</b> _____ <b>Reason for Appointment:</b> _____			
	<b>Brief Job Description or Include Attachment:</b> _____			
	<b>Effective Date:</b> _____ <b>End Date:</b> _____			
	<b>Time Base:</b> <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> (if applicable)	<b>Change To:</b> (if applicable)
	<input type="checkbox"/> Extend Temporary Appointment			
	<input type="checkbox"/> Additional/ Concurrent Assignment			
	<input type="checkbox"/> Transfer			<b>Explain:</b> _____
	<input type="checkbox"/> Time Base Change - Temporary			<b>New Time Base:</b> <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time
	<input type="checkbox"/> Time Base Change – Ongoing			<b>New Time Base:</b> <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time
	<input type="checkbox"/> Other-			<b>Explain:</b> _____
<b>OHR Approval:</b> _____ <b>Date</b> _____ <b>CSU Comparable:</b> _____				
<b>CONTACT INFORMATION</b>				
<b>Name:</b> _____		<b>Extension:</b> _____		
<b>SIGNATURES/APPROVALS</b>				
Name of Director, Research & Sponsored Programs (If Applicable) <b>PRINT</b>		Signature:	Date:	EXT:
Name of Supervisor <b>PRINT</b>		Signature:	Date:	EXT:
Auxiliary Human Resources (NAME / TITLE) <b>PRINT</b>		Signature:	Date:	EXT:

<b>Types of Temporary Hires</b>					
<b>Appointment Type</b>	<b>Do they need to be enrolled as a CSUN student?</b>	<b>Pay Requirement</b>	<b>Hours</b>	<b>Benefits</b>	<b>Expiration</b>
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) <b>USE STUDENT ARF</b>	Yes. Must be enrolled as a current student	Minimum wage to \$23.25 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 \$23.25 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 – <b>USE STUDENT ARF</b>	Yes. Must be enrolled as a current student	Minimum wage to \$23.25 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	\$16.00 or \$35.00	Hired per event	No benefits	1 year Can be renewed if break in service