Module 4 Contents

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New Hire Documentation

When processing a new employee, have them complete the following new hire documents if applicable and return them to the Payroll Office in a timely manner. An employee may wish to update document information from time to time, such as the W-4. Enter the information into PPS and forward the new document to Payroll.

It is very important that you indicate your name, phone number and date on each document that you have entered into PPS. Also, please never use a highlighter on any of the documents submitted to Payroll.

All of the forms are available for download from Blink (search for “payroll forms”). They are PDF files that require Adobe Acrobat to view and print.

**NH1 Wage Disposition - Direct Deposit** (as needed)

A wage disposition should only be submitted if one of the following apply:

1. Setting up a new bank account for direct deposit of a paycheck.
2. Changing existing direct deposit account information.
3. Canceling direct deposit, and will receive a paper check.

**NH2 Non-Citizen Forms** (as needed)

Specific forms are required for employment of non-citizens. Refer to information in Module Nine or call x43241 for assistance.

**NH3 Oath / Patent Form** (required)

All employees must sign and date both the Oath and Patent sections of this form either on or before their first day of work. The only exception is that non-citizen employees are not required to sign and date the Oath. The date the employee signed and indicated on the form is the date that must be entered into PPS on the EPD2 screen. The Oath/Patent form is valid for 365 days. Therefore, if an employee separates and is re-hired less than 365 days from their previous hire date, the employee is not required to complete a new form. If the form is signed and dated after the employee's first day of work, contact Payroll for instructions on completing a Damage Claim Waiver.
NH4  I-9 Employment Verification Form (required)

All employees must complete appropriate sections, sign, and date the I-9 Verification form. If an employee submits their social security card as one of the acceptable documents in list C, their name as it appears on the social security card is the name that must be entered on the EEID screen in PPS. The I-9 Verification form is valid for three years. If an employee separates and is re-hired less than three years from their previous hire date, only (Section 3) on the form must be completed. If there are any questions, contact the Payroll Office for assistance.

IMPORTANT: DO NOT attach or send copies of the verification documents with the I-9 form.

NH5  W-4 Form (required)

All employees must complete a W-4 form indicating their tax withholding information as required by Federal and State agencies. If employees have questions related to their tax status, please advise them to consult with their accountant or tax preparer. The Payroll Office is not able to assist them with this type of information. The information from the W-4 form should be entered on the ETAX screen in PPS.

NH6  Abuse Disclosure Form (as needed)

This form is used only for employees working at the UCSD School of Medicine and the UCSD Medical Centers. Please contact the appropriate Human Resources Office for more information.

NH7  Substance Abuse Form (as needed)

While the University has policy covering substance abuse, this form is used only for employees working at the UCSD School of Medicine, UCSD Medical Centers and Scripps Institute of Oceanography. Please contact the appropriate Human Resources Office for more information.

NH8  MSCCP Form (as needed)

The Medical School Clinical Compensation Plan form is used only for specified employees working at the UCSD School of Medicine. Please contact the SOM Human Resources Office for more information.

Supplemental Documents

The following documents are not required for new hire processing, however you may need to use them for specific purposes outlined
below.

S1  **BELI Form**

The Benefits Eligibility Level Indicator form is used to define what benefits an employee is eligible for, based on their employment status. It is highly suggested that you provide the employee a copy for certain actions such as new hire, change in appointment status, percent of time, etc. A current signed copy must be maintained in the employee’s department file. (Note: The BELI Form is not required for student employees.)

S2  **Timekeeper Data Form (TDF)**

This form should be submitted to the Payroll Office to correct any employee leave balances that have been reported erroneously on their Leave Activity Summary Report (LASR). Attach a copy of the LASR(s) where the error occurred. If the employee is not accruing at the correct rate, their LV code at the appointment level needs to be updated in PPS.

S3  **Personal Data Form (PDF)**

This form should only be submitted to the payroll office when processing a name change. All other changes should be key entered into PPS by the department.

S4  **Affirmative Action Form**

This form is voluntary for the employee to complete, which indicates his/her ethnic origin. If the form is completed, it must be destroyed after completing the new hire transaction.
**Hands-on Activity 4.1 - Case Study**

*Read the description for the new employee below. Complete the Data Collection Worksheet on the following pages using the information provided in the case study.*

____________________ (Choose a name of your choice) has accepted a staff position in your department as a (blank) Assistant I, title code (4724). He/she is to report to the TPC-South Bldg, Ste 465-E, beginning today’s date.

Upon reporting to the department, he/she signed the Oath and Patent, checked off on the Affirmative Action Data form that he/she is an Alaskan native (code C) with no handicap, veteran or disability status, that he/she is not a registered student (code 1), and that he/she is a citizen of the USA (code C). When asked for identification to complete the I-9 information, he/she produced his/her Alaskan driver license (BD: xx/xx/xx) and his/her Social Security card (showing the name of XXXXX X XXXXXX, 555-64-XXXX).

According to his/her W-4 form, he/she is single, claiming 1 personal allowance for Federal tax withholding and single, claiming 1 personal allowance for State (California) withholding with no additional itemized deductions. He/she prefers to receive Direct Deposit at mail code 0992.

His/her address is _________ (make up street address and phone number).

Employee is being hired at an hourly rate of 15.61. He/she is full time, fixed, with an indefinite end date. 100% of his/her funding will come from index XXX2222-19900A-1 with an FTE of 100%. His/her description of service is REG, timekeeper code is 000620-01.

As a career employee, he/she is entitled to full benefits (code 1), effective on date of hire. Additionally, he/she will accrue 15 days vacation and 12 days sick leave per year. His/her salary review date is October after his/her probationary period, merit type code is 2, and his/her probationary end date is six months after hired date. His/her work location will be TPC-S, Rm 465-E, Home dept code ________ (copy from your worksheet), and his/her phone extension is x47135. Lastly, as a non-confidential employee represented by CUE (CX), his/her employee relations code will be “E.”
## New Hire Data Collection Worksheets

*Note: The data elements that are especially important to consider when you are processing a new hire are preceded by an asterisk (*) and printed in bold type on this worksheet.*

### 1. Employee Identification Screen (EEID)

<table>
<thead>
<tr>
<th>* Social Security Number:</th>
<th>___________________________ (as seen on social security card)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* First Name:</td>
<td>___________________________ (as seen on social security card)</td>
</tr>
<tr>
<td>* Middle Name:</td>
<td>___________________________ (as seen on social security card)</td>
</tr>
<tr>
<td>* Last Name:</td>
<td>___________________________ (as seen on social security card)</td>
</tr>
<tr>
<td>* Suffix:</td>
<td>___________________________ (Jr., Sr., etc.)</td>
</tr>
<tr>
<td>* Date of Birth:</td>
<td>___________________________ (mmddyy format)</td>
</tr>
<tr>
<td>* Intercampus Transfer:</td>
<td>___________________________ (action code)</td>
</tr>
</tbody>
</table>

### 2. Employee Personal Data 1 Screen (EPD1)

<table>
<thead>
<tr>
<th>* Sex:</th>
<th>&quot;&quot; M (male)  &quot;&quot; F (female)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Ethnic:</td>
<td>___________________________ (code)</td>
</tr>
</tbody>
</table>

**Veteran Status Codes:**

<table>
<thead>
<tr>
<th>* Vietnam:</th>
<th>&quot;&quot; blank (no)  &quot;&quot; V (Vietnam Era Veteran)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* War/Campaign:</td>
<td>&quot;&quot; blank (no)  &quot;&quot; E (War/Campaign/Expedition Veteran)</td>
</tr>
<tr>
<td>* Oth Status:</td>
<td>&quot;&quot; blank (no)  &quot;&quot; S (Special Disabled Veteran)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* Disabled Status:</th>
<th>&quot;&quot; blank (no)  &quot;&quot; H (disabled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Citizenship:</td>
<td>___________________________ (code)</td>
</tr>
<tr>
<td>* Student Status:</td>
<td>___________________________ (code)</td>
</tr>
</tbody>
</table>

No. Of Reg. Units: ___________________________ (derived by ISIS interface)

Stu/Reg: ___________________________ (derived by ISIS interface)
# 2. Employee Personal Data 2 Screen (EPD2)

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Review Date</td>
<td>(academics only, mmddyy format)</td>
</tr>
<tr>
<td>* Oath Signature Date</td>
<td>(mmddyy format)</td>
</tr>
<tr>
<td>* I-9 Date</td>
<td>(mmddyy format)</td>
</tr>
<tr>
<td>Education Level Code</td>
<td></td>
</tr>
<tr>
<td>Education Level Year</td>
<td></td>
</tr>
<tr>
<td>Non-UC Prior Service Code</td>
<td></td>
</tr>
<tr>
<td>Prior Service Months</td>
<td></td>
</tr>
<tr>
<td>Prior University Service Institution Code</td>
<td></td>
</tr>
<tr>
<td>Employment Service Credit</td>
<td></td>
</tr>
<tr>
<td>Employment Service Credit From Date</td>
<td></td>
</tr>
<tr>
<td>Current Specialty Code</td>
<td></td>
</tr>
<tr>
<td>Highest Degree Specialty Code</td>
<td></td>
</tr>
<tr>
<td>Highest Degree Institution Code</td>
<td></td>
</tr>
</tbody>
</table>

# 3. Employee Address Data (EADR)

**Permanent Address - U.S. citizen:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Line 1</td>
<td>(used only for three line addresses)</td>
</tr>
<tr>
<td>* Line 2</td>
<td>(start here for two line addresses)</td>
</tr>
<tr>
<td>* City</td>
<td></td>
</tr>
<tr>
<td>* State</td>
<td></td>
</tr>
<tr>
<td>* Zip</td>
<td></td>
</tr>
</tbody>
</table>

**Permanent Address - non-citizen:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Line 1</td>
<td>(used only for three line addresses)</td>
</tr>
<tr>
<td>* Line 2</td>
<td>(start here for two line addresses)</td>
</tr>
<tr>
<td>* City</td>
<td></td>
</tr>
<tr>
<td>* Foreign Addr Ind</td>
<td>** A (U.S. address) ** F (foreign address) (may be left blank for U.S. address)</td>
</tr>
<tr>
<td>Prov</td>
<td></td>
</tr>
<tr>
<td>Cntry</td>
<td>(code)</td>
</tr>
</tbody>
</table>
Postal Code: ________________________________
Home Phone: ________________________________ (area code and phone #)
Spouse Name: ________________________________

Campus Release Codes:

* Perm Address: " blank or N (no) " Y (yes)
* Home Phone: " blank or N (no) " Y (yes)
* Spouse Name: " blank or N (no) " Y (yes)

* Employee Organization Disclosures:

* Perm Address: " blank or Y (yes) " N (no)
* Home Phone: " blank or Y (yes) " N (no)

*Mail Code: ________________________________

Campus Address:

Phone 1: ________________________________
Phone 2: ________________________________
Room: ________________________________
Building: ________________________________

4. Tax Information Screen (ETAX)

Federal:

* Marital Status: " M (married) " S (single)
* Personal Allowances: ________________________________
  Maximum Withholding: ________________________________

California:

* Marital Status: " M (married) " S (single) " H (Head of household)
* Personal Allowances: ________________________________
* Itemized Deductions: ________________________________
  Maximum Withholding: ________________________________
  Earned Income Credit Status: ________________________________

Additional Withholding:

PPS Online Update Desk Reference
5. Alien Information Screen (EALN)

- **Country of Residence:**
  ________________________ (code)

- **U.S. Date of Entry:**
  ________________________ (date)

- **Visa Type:**
  ________________________ (code F1, J1, J2, H1, etc.)

- **Work Permit End Date:**
  ________________________ (mdmdyy format)

6. Appts./Distributions-Condense Screen (EAPC)

- **Appt:**
  ________________________

  **Actions:**
  ________________________ (not entered for a new hire)

- **Typ:**
  ________________________ (code)

- **Bas:**
  ________________________ (for academic/partial yr. staff only)

- **Pd Ovr:**
  ________________________ (for academics only)

- **Appt Begin:**
  ________________________ (mdmdyy format)

- **Appt End:**
  ________________________ (mdmdyy format)

- **Dur:**
  ________________________

- **Dept:**
  ________________________ (code)

- **Title:**
  ________________________ (code)

- **Grade:**
  ________________________ (for A&PS, MAP or Exec. only)

- **% Full:**
  ________________________

- **F/V:**
  ________________________ (F or V)

- **Ann/Hr. Rate:**
  ________________________ (will be derived by the system)

- **Rt:**
  ________________________ (code)

- **Sch:**
  ________________________ (code)

- **Time:**
  ________________________ (code)

- **Lv:**
  ________________________ (code)
### 6. Appts./Distributions-Condense Screen (EAPC) continued

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dist No:</td>
<td></td>
</tr>
<tr>
<td>Index:</td>
<td></td>
</tr>
<tr>
<td>Sub:</td>
<td></td>
</tr>
<tr>
<td>FTE:</td>
<td></td>
</tr>
<tr>
<td>Dis%:</td>
<td></td>
</tr>
<tr>
<td>PayBeg:</td>
<td>(mm/dd/yyyy format)</td>
</tr>
<tr>
<td>PayEnd:</td>
<td>(mm/dd/yyyy format)</td>
</tr>
<tr>
<td>St:</td>
<td>(required for staff)</td>
</tr>
<tr>
<td>O/A:</td>
<td></td>
</tr>
<tr>
<td>Rate/Amount:</td>
<td></td>
</tr>
<tr>
<td>DOS:</td>
<td>(code)</td>
</tr>
<tr>
<td>PRQ:</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>W:</td>
<td>(for work study only)</td>
</tr>
</tbody>
</table>
### 7. Personnel - Miscellaneous Screen (EPER)

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Assigned BELI:</td>
<td></td>
</tr>
<tr>
<td>* Effective Date:</td>
<td>(mm/dd/yy format)</td>
</tr>
<tr>
<td>BELI Status Qualifiers:</td>
<td></td>
</tr>
<tr>
<td>Primary:</td>
<td>(code)</td>
</tr>
<tr>
<td>Date:</td>
<td>(mm/dd/yy format)</td>
</tr>
<tr>
<td>Secondary:</td>
<td>(code)</td>
</tr>
<tr>
<td>Date:</td>
<td>(mm/dd/yy format)</td>
</tr>
<tr>
<td>* Date of Hire:</td>
<td>(mm/dd/yy format)</td>
</tr>
<tr>
<td>* Original Hire Date:</td>
<td>(mm/dd/yy format)</td>
</tr>
<tr>
<td>* Employee Relations Code:</td>
<td>(code)</td>
</tr>
<tr>
<td>Employee Relations Unit:</td>
<td>(code)</td>
</tr>
<tr>
<td>* Probationary Period End Date:</td>
<td>(mm/dd/yy format)</td>
</tr>
<tr>
<td>* Next Salary Review Date:</td>
<td>(mm/yy format)</td>
</tr>
<tr>
<td>* Next Salary Review Type:</td>
<td>(code)</td>
</tr>
<tr>
<td>* Home Department:</td>
<td>(code)</td>
</tr>
<tr>
<td>* Timekeeper Code:</td>
<td></td>
</tr>
<tr>
<td>* College Code:</td>
<td>(required if applicable)</td>
</tr>
</tbody>
</table>
**Hands-on Activity 4.2 - New Hire**

*In this activity, you will add a new employee to the Employee Database (EDB) using the New Hire Bundle.*

1. Your cursor should be positioned at the Next Func field, in the Function Code Menu. If it is not, position the cursor in the correct place.

2. Type **HIRE** and press **[ENTER]**.

   *The first screen in the bundle is the EEID (Employee Identification) screen. The cursor is positioned at the start of the SSN field.*

3. Type in a nine digit **social security number of your choice**. For example, 534123890 (do not input dashes).

   *The cursor jumps to the First Name field.*

4. Type a **first name of your choice**, then press **[TAB]** to move to the next field.

5. Type a **middle name of your choice**, then press **[TAB]** to move to the next field.

6. Type a **last name of your choice (use the same first letter as the one of the last name on your class work list)**, then press **[TAB]** twice to move to the cursor to the Date of Birth field.

7. Type the **date of birth of your choice** (mmddyy format, without dashes).

   *The cursor will jump to the Intercampus Transfer field.*

8. Press **[ENTER]** to perform a range in value edit.

   *If the system accepts the information, an assigned employee identification number appears in the Employee ID field. The message "Input accepted" will display and your cursor will be positioned in the SSN field.*

   *You need to know this employee number and name for later activities in the training. You will record the employee number and name.*

9. Write in the employee number, full name, and social security number of the person you just created at the bottom of your class worksheet in the space for **New Hire 1**. You will need to refer to this information in future activities.
10. Press [F11] to finish with this screen and proceed with the next part of the New Hire.

_This will take you to the EPD1 (Employee Personal Data 1) screen._

_Notice that the system carried forward the date of birth from the previous screen._

11. Press [TAB] until the cursor is positioned in the Sex field.

12. Type in the sex: **As appropriate**

13. The cursor jumps to the Hispanic ethnic field.

_Move cursor to the appropriate ethnic group and select it by entering a 'Y'._

14. Press [TAB] until the cursor is positioned in the Primary Ethnic/Race field.

15. Press [F1].

_The list of Ethnic Origin codes are displayed. You want to find the code for Alaskan Native._

16. Press [F8] to see the next screen of help information.

_The ethnic code is 'C'._

17. Position the cursor on the ethnic code 'C' then press [F4].

_You are returned to the EPD1 screen, and the ethnic code is copied into the field._

_The Veteran Status Code and Disabled Status fields default to "No" if left blank._

18. Press [TAB] to bypass these fields and to move the cursor to the Citizenship field.

19. Type **C** for citizen.

_The cursor jumps to the Student Status field._

20. Type **I** to show that the employee is not registered.

_The code 'I' will always be used for any Staff Personnel position._


_If you entered the information correctly, the system will display the message "Input accepted"._

22. If you get an error message, fix the error and press [ENTER] to perform a range in value edit again. If you need help, call over the instructor.
23. Press [F11] key to proceed to the next screen, once errors have been fixed.

The EPD2 (Employee Personal Data 2) screen will appear.

24. Position the cursor at the Oath Signature Date field and type **today's date** (mmddyy format).

25. Type **today's date** at the I-9 Date field (mmddyy format).

The remaining fields on this screen do not apply to this employee.

26. Press [ENTER].

If you entered the information correctly, the system will display the message "Input accepted".

27. If you get an error message, fix the error and press [ENTER] to perform a range in value edit again. If you need help, call over the instructor.

28. Press [F11] key to proceed to the next screen, once errors have been fixed.

The EADR (Employee Address Data) screen will appear.

Complete the following fields, when required press [TAB] to move to the next field:

- Permanent Address Line 2: **6570 Lincoln Street**
- City: **San Diego**
- State: **CA**
- Postal Code: **92192**

Because the address fits on one line, you skipped Line 1 and entered all of the information on Line 2.

This employee has not given a foreign address so you will not complete the foreign address fields.

29. Press [TAB] until the cursor is positioned on the Home Phone field. Enter a phone number of your choice.

'No' is the default on the Campus Release Codes fields. Leave these fields blank so that they default to 'No'.

'Yes' is the default for the Employee Organization Disclosures
30. Press [TAB] until the cursor is positioned on the Mail Code field. Enter a four character mail code of your choice.

31. Press [TAB] until the cursor is positioned on the Campus Phone 1 field.

32. Complete the following fields, when required press [TAB] to move to the next field:

   Phone 1: **47135**
   Phone 2: **Leave Blank**
   Room number: **265-B**
   Building: **TPC-S**

33. Press [F11] to proceed to the next screen, once errors have been fixed.

   The ETAX (Tax Information) screen will appear.

   At any time (before updating the action) you may go back and fix a value entered on a previous screen using [F10]. Once you make the change, you would then use [F11] to move forward to the required screen.

34. Type **S** in the Federal Marital Status field (for single).

   This employee is not claiming any allowances.

35. Press [TAB] two times to position the cursor in the California Marital Status field and type **S**.

   The remaining fields do not apply to this employee.

36. Press [ENTER].

37. Press [F11] to proceed to the next screen, once errors have been fixed.

   The EALN (Alien Information) screen will appear.

   Since you indicated that this employee is a citizen in the EPD1 screen, the information is carried forward and shown in the Citizenship field on this screen. Because this employee is a citizen, the remaining fields do not apply.


   The EAPC (Appts./Distributions-Condense) screen will appear.

   When this screen appears, the cursor will be automatically
39. Press [F9] to move the cursor down to the Command Line (=====>), type Add A and press [ENTER].

The first available appointment (number 10) is created and the and the cursor jumps to the Actions field. Because this is the New Hire bundle, the action code '01' will automatically be assigned to this employee record once the update is complete.

40. Move the cursor to the Typ field and type 2 (for career).

The Bas and Pd Ovr fields do not apply.

41. Complete the following fields, use [TAB] when required to between fields:

- Appt Begin: **Today's date** (mmddyy format, without dashes)
- Appt End: **999999**
- Dur field: **I** (indefinite).
- Dept Code: ____________ (Use the department code from your class work list)
- Title: **4724**
- Bypass the Grade field.
- %Full: **1.00** (percent of time)
- F/V field: **F** (fixed)
- Ann/Hr Rate: **14.72** (hourly rate)
- RT: **H** (hourly)
- Sch: **BW** (biweekly)
- Time: **A** (PTR required)
- Lv: **A** (to accrue 15 days vacation and 12 days sick per year).

42. Press [ENTER] to perform a range-in-value edit on this appointment. Correct any errors before proceeding to the next step.

Notice that when you receive the input accepted message, the system added the correct title to match the code.

Next, you will add a distribution.

43. Press [F9] to move the cursor down to the Command Line
(===>), type in ADD D and press [ENTER].

This will bring up the first available distribution (number 11), and the cursor will jump to the Actions field. An action code does not apply here.

44. Press [TAB] to move the cursor to the Index field.

45. Complete the following fields:

   Index number: XXX0000

   Sub: 1

   FTE: 1.00

   Dis %: 1.0000

   PayBeg field: Today's date (without dashes)

   PayEnd: 999999

   ST: 2.0 (step 2)

   Bypass the OA field (which doesn't apply to this position)

   Rate/Amount: 14.72 (hourly rate)

   DOS: REG (description of service)

The PRQ, D and W fields as they do not apply to this appointment

46. Press [ENTER] to perform a range-in-value edit.

47. Press [F11] key to proceed to the next screen, once errors have been fixed.

   This will take you to the EPER (Personnel-Miscellaneous) screen.

48. Complete the following fields:

   Assigned BELI: 1 (full benefits)

   Effective Date: Today's date

   Bypass BELI Status Qualifiers fields, since BELI 1 does not have qualifiers.

   Date of Hire: Today's date

   Original Hire Date: Today's date

   Employee Relations Code: E (non-confidential)

   This information is found on the job description and the requisition for the position. The corresponding code can
be found in the HELP screens.

Employee Relations Unit: CX

Probationary Period End: **6 months to the day from today's date** (mmddyy format)

Next Salary Review Date: **October of each year**.

Next Salary Review Type: 2 (merit review)

Req/Job No: (entered if known or instructed by HR)

Bypass the Merit Rate Increase Percent field since this field is not being used at this campus.

Home Department: ______________ (Use the department code from your class work list)

Primary Title Code: **4724**

Employee Unit Code: CX

Timekeeper Code: ______________ (Use the department code from your class work list followed by two zeros)

49. Press **[ENTER]** to perform a range in value edit.

If the information is accepted, you'll receive a "Input accepted" message and your cursor will be flashing in the Assigned BELI field. Notice that when you receive the input accepted message, the system has added in the home department name.

You have completed all the required update screens in this bundle. Notice that the **[PF11]** function key is no longer available to you.

You will now update the record.

50. Press **[F5]**.

If there are any errors, the ECON screen will appear. If there are no errors the PAN Preparation screen will appear.
51. If the ECON screen appears, fix any errors and then press [F5] again to update. However, if the PAN Preparation screen appears proceed to the next step.

   Next, you will add comments which describe this action.

52. Press [F10] to move the cursor to the ECOM (Comments Entry) screen.

   It is mandatory that the requisition number for any position be entered in the comments section of this screen.

53. Type: New Hire, effective with (today’s date), and press [TAB].

54. Type: Req #60327

   You will not make any changes to the PAN. This will be handled later in the PAN section of the training.

55. Press [F5] to update the record.

   This new hire is now in the EDB.

   Next, you will add a new hire, without the step by step instructions.
Hands-on Activity 4.3 - Another New Hire

1. Examine the five partially completed sets of Data Collection Worksheets on the following pages:
   - Human Resources (HR) ................................. 4-23
   - Office of Graduate Studies & Research (OGSR)
     Graduate Students ................................. 4-31
   - Academic Personnel Office (APO) ................. 4-39
   - Job Opportunities Program (JOP) .................. 4-47

2. Choose ONE set of worksheets for your next New Hire.

3. Use the information from the previous activity for the department code, index numbers and timekeeper codes. You may make up data for any other fields which are not provided on the worksheets.

4. Input the new hire into the system.

5. Call over the instructor if you need help.

6. If you finish early, start to input another new hire of your choice.
Human Resources (HR) Worksheets
New Hire Data Collection Worksheets

Note: The data elements that are especially important to consider when you are processing a new hire are preceded by an asterisk (*) and printed in bold type on this worksheet.

1. Employee Identification Screen (EEID)

* Social Security Number: __________________________ (as seen on social security card)
  * First Name: __________________________ (as seen on social security card)
  * Middle Name: __________________________ (as seen on social security card)
  * Last Name: __________________________ (as seen on social security card)
  * Suffix: __________________________ (Jr., Sr., etc.)
  * Date of Birth: 092754 (mmddyy format)
  * Intercampus Transfer: __________________________ (action code)

2. Employee Personal Data 1 Screen (EPD1)

* Sex: “ M (male) ” “ F (female)
* Ethnic: __________________________ (code)

Veteran Status Codes:
  * Vietnam: “ blank (no) ” “ V (Vietnam Era Veteran)
  * War/Campaign: “ blank (no) ” “ E (War/Campaign/Expedition Veteran)
  * Oth Status: “ blank (no) ” “ S (Special Disabled Veteran)

* Disabled Status: “ blank (no) ” “ H (disabled)
* Citizenship: __________________________ (code)
* Student Status: __________________________ (code)

No. Of Reg. Units: __________________________ (derived by ISIS interface)
Stu/Reg: __________________________ (derived by ISIS interface)

2. Employee Personal Data 2 Screen (EPD2)

Academic Review Date: __________________________ (academics only, mmddyy format)
* Oath Signature Date: __________________________ (mmddyy format)
* I-9 Date: _______________ (mmddyy format)

Education Level Code: __________________________

Education Level Year: __________________________

Non-UC Prior Service Code: ______________________

Prior Service Months: __________________________

Prior University Service Institution Code: __________________________

Employment Service Credit: ______________________

Employment Service Credit From Date: ________________

Current Specialty Code: __________________________

Highest Degree Specialty Code: ______________________

Highest Degree Institution Code: ______________________

** 3. Employee Address Data (EADR) **

Permanent Address - U.S. citizen:

* Line 1: ____________________________ (used only for three line addresses)

* Line 2: 9720 Morning Glory (start here for two line addresses)

* City: Alpine __________________________

* State: CA __________________________

* Zip: 92001 __________________________

Permanent Address - non-citizen:

* Line 1: ____________________________ (used only for three line addresses)

* Line 2: ____________________________ (start here for two line addresses)

* City: __________________________

* Foreign Addr Ind: ** A (U.S. address) ** F (foreign address) (may be left blank for U.S. address)

Prov: __________________________

Cntry: __________________________ (code)

Postal Code: __________________________

Home Phone: __________________________ (area code and phone #)

Spouse Name: __________________________

Campus Release Codes:

* Perm Address: ** blank or N (no) ** Y (yes)

* Home Phone: ** blank or N (no) ** Y (yes)

* Spouse Name: ** blank or N (no) ** Y (yes)
* Employee Organization Disclosures:

* Perm Address: ** blank or Y (yes) ** N (no)
* Home Phone: ** blank or Y (yes) ** N (no)
* Mail Code: 0332

Campus Address:

| Phone 1: 43244
| Phone 2: 
| Room: 427C
| Building: TPCS

4. Tax Information Screen (ETAX)

Federal:

* Marital Status: ** M (married) ** S (single)
* Personal Allowances: 
  Maximum Withholding: 

California:

* Marital Status: ** M (married) ** S (single) ** H (Head of household)
* Personal Allowances: 
* Itemized Deductions: 
  Maximum Withholding: 
  Earned Income Credit Status: 

Additional Withholding:

* Federal: 
* California: 

5. Alien Information Screen (EALN)

* Country of Residence: _____________________________ (code)
* Visa Type: _____________________________ (code)
* Work Permit End Date: _____________________________ (mmddyy format)
6. Appts./Distributions-Condense Screen (EAPC)

* Appt: ____________________________
Actions: ____________________________ (not entered for a new hire)
* Typ: Casual (3) (code)
* Bas: ____________________________ (for academic/partial yr. staff only)
* Pd Ovr: ____________________________ (for academics only)
* Appt Begin: Today's date (mmddyy format)
* Appt End: 0630YY (Two Years from Today's) (mmddyy format)
* Dur: ____________________________
* Dept: (See class worksheet) (code)
* Title: 7242 (code)
* Grade: ____________________________ (for A&PS, MAP or Exec. only)
* % Full: 1.00
* F/V: F ( F or V)
* Ann/Hr. Rate: 50,722.00 (will be derived by the system)
* Rt: A (Annual) (code)
* Sch: MO (Monthly) (code)
* Time: A (code)
* Lv: A (15 Days Vac/ 12 Days Sick) (code)
### 6. Appts./Distributions-Condense Screen (EAPC) continued

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<tr>
<td>PayBeg:</td>
<td>Today's date</td>
</tr>
<tr>
<td>PayEnd:</td>
<td>0630yy (Two Years from Today's)</td>
</tr>
<tr>
<td>St:</td>
<td>0.00</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Rate/Amount:</td>
<td>4,226.83</td>
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<tr>
<td>DOS:</td>
<td>REG</td>
</tr>
<tr>
<td>PRQ:</td>
<td></td>
</tr>
<tr>
<td>W:</td>
<td></td>
</tr>
</tbody>
</table>
7. Personnel - Miscellaneous Screen (EPER)

* Assigned BELI: 3

* Effective Date: Today's date (mmddyy format)

BELI Status Qualifiers:

<table>
<thead>
<tr>
<th>Primary:</th>
<th>(code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>(mmddyy format)</td>
</tr>
<tr>
<td>Secondary:</td>
<td>(code)</td>
</tr>
<tr>
<td>Date:</td>
<td>(mmddyy format)</td>
</tr>
</tbody>
</table>

* Date of Hire: Today's date (mmddyy format)

* Original Hire Date: Today's date (mmddyy format)

* Employee Relations Code: E (code)

  Employee Relations Unit: 99 (code)

* Probationary Period End Date: Six months after today's date (mmddyy format)

* Next Salary Review Date: (mmyy format)

* Next Salary Review Type: 5 (code)

* Home Department: (See class worksheet) (code)

* Timekeeper Code: (See class worksheet) & 00

* College Code: (required if applicable)
OGSR Graduate Student Worksheets
New Hire Data Collection Worksheets

Note: The data elements that are especially important to consider when you are processing a new hire are preceded by an asterisk (*) and printed in bold type on this worksheet.

1. Employee Identification Screen (EEID)

* Social Security Number: ____________________________ (as seen on social security card)
  * First Name: ____________________________ (as seen on social security card)
  * Middle Name: ____________________________ (as seen on social security card)
  * Last Name: ____________________________ (as seen on social security card)
  * Suffix: ____________________________ (Jr., Sr., etc.)
  * Date of Birth: 011562 (mmddyy format)
  * Intercampus Transfer: ____________________________ (action code)

2. Employee Personal Data 1 Screen (EPD1)

* Sex: "M (male)" "F (female)
  * Ethnic: C (Native American) ____________ (code)

Veteran Status Codes:

* Vietnam: "blank (no)" "V (Vietnam Era Veteran)"
* War/Campaign: "blank (no)" "E (War/Campaign/Expedition Veteran)"
* Oth Status: "blank (no)" "S (Special Disabled Veteran)"

* Disabled Status: "blank (no)" "H (disabled)"
* Citizenship: U.S. Citizen ____________ (code)
* Student Status: Graduate Student ____________ (code)

No. Of Reg. Units: ____________________________ (derived by ISIS interface)
Stu/Reg: ____________________________ (derived by ISIS interface)
2. Employee Personal Data 2 Screen (EPD2)

Academic Review Date: ____________________________________________ (academics only, mmddyy format)

* Oath Signature Date: ____________ (mmddyy format)

* I-9 Date: ____________ (mmddyy format)

Education Level Code: ____________________________________________

Education Level Year: ____________________________________________

Non-UC Prior Service Code: _______________________________________

Prior Service Months: _____________________________________________

Prior University Service Institution Code: __________________________

Employment Service Credit: _______________________________________

Employment Service Credit From Date: _______________________________

Current Specialty Code: ____________________________________________

Highest Degree Specialty Code: _____________________________________

Highest Degree Institution Code: ____________________________________

3. Employee Address Data (EADR)

Permanent Address - U.S. citizen:

* Line 1: ________________________________________________________ (used only for three line addresses)

* Line 2: ____________ 1205 Main Street ___________________________ (start here for two line addresses)

* City: ____________ San Diego ____________________________

* State: ____________ CA __________________________

* Zip: ____________ 92109 ____________

Permanent Address - non-citizen:

* Line 1: ________________________________________________________ (used only for three line addresses)

* Line 2: ________________________________________________________ (start here for two line addresses)

* City: ________________________________________________________

* Foreign Addr Ind: ** A (U.S. address) ** F (foreign address) (may be left blank for U.S. address)

Prov: _______________________________________________________
February 2013 OGSR Graduate Student Worksheets

Campus Release Codes:

* Cntry: __________________________ (code)
* Postal Code: __________________________
* Home Phone: __________________________ (area code and phone #)
* Spouse Name: __________________________

Campus Address:

Phone 1: __________________________
Phone 2: __________________________
Room: __________________________
Building: __________________________

Mail Code: 0628

4. Tax Information Screen (ETAX)

Federal:

* Marital Status: ‘‘ M (married) ‘‘ S (single)
* Personal Allowances: __________________________
Maximum Withholding: __________________________

California:

* Marital Status: ‘‘ M (married) ‘‘ S (single) ‘‘ H (Head of household)
* Personal Allowances: __________________________
* Itemized Deductions: __________________________
Maximum Withholding: __________________________
Earned Income Credit Status: __________________________

Additional Withholding:
5. Alien Information Screen (EALN)

- Country of Residence: ____________________________ (code)
- Visa Type: ____________________________ (code)
- Work Permit End Date: ____________________________ (mmddyy format)

6. Appts./Distributions-Condense Screen (EAPC)

- Appt: ____________________________
  Actions: ____________________________ (not entered for a new hire)
- Typ: 5 ____________________________ (code)
- Bas: 11 ____________________________ (for academic/partial yr. staff only)
- Pd Ovr: 12 ____________________________ (for academics only)
- Appt Begin: Today's date ____________________________ (mmddyy format)
- Appt End: 0630YY (Next Year) ____________________________ (mmddyy format)
- Dur: ____________________________
- Dept: (See class worksheet) ____________________________ (code)
- Title: 3284 ____________________________ (code)
- Grade: ____________________________ (for A&PS, MAP or Exec. only)
- % Full: 0.42 ____________________________
- F/V: F ____________________________ (F or V)
- Ann/HR. Rate: 33,396.00 ____________________________ (will be derived by the system)
- Rt: ____________________________ (code)
- Sch: MO ____________________________ (code)
- Time: N ____________________________ (code)
- Lv: N ____________________________ (code)
6. Appts./Distributions-Condense Screen (EAPC) continued

* Dist No: ______________________

* Index: XXX3333

* Sub: 0

* FTE: No FTE

* Dis%: 0.4200

* PayBeg: Today's date (mmddyy format)

* PayEnd: 0630YY (Next Year) (mmddyy format)

* St: 1 (required for staff)

* O/A: ________________

* Rate/Amount: ________________

* DOS: REG (code)

* PRQ: ______________________ (if applicable)

W: ______________________ (for work study only)
7. Personnel - Miscellaneous Screen (EPER)

* Assigned BELI: 5

* Effective Date: Today's date (mmddyy format)

BELI Status Qualifiers:

  Primary: ___________________________ (code)
  Date: ___________________________ (mmddyy format)
  Secondary: ___________________________ (code)
  Date: ___________________________ (mmddyy format)

* Date of Hire: Today's date (mmddyy format)

* Original Hire Date: Today's date (mmddyy format)

* Employee Relations Code: E (code)

  Employee Relations Unit: 99 (code)

* Probationary Period End Date: ___________________________ (mmddyy format)

* Next Salary Review Date: ___________________________ (mmyy format)

* Next Salary Review Type: ___________________________ (code)

* Home Department: (See class worksheet) (code)

* Timekeeper Code: (See class worksheet) & 00

* College Code: 00 (required if applicable)
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Academic Personnel Office (APO) Worksheets
New Hire Data Collection Worksheets

Note: The data elements that are especially important to consider when you are processing a new hire are preceded by an asterisk (*) and printed in bold type on this worksheet.

1. Employee Identification Screen (EEID)

* Social Security Number: __________________________ (as seen on social security card)
* First Name: __________________________ (as seen on social security card)
* Middle Name: __________________________ (as seen on social security card)
* Last Name: __________________________ (as seen on social security card)
* Suffix: __________________________ (Jr., Sr., etc.)
* Date of Birth: 052253 (mmddyy format)
* Intercampus Transfer: __________________________ (action code)

2. Employee Personal Data 1 Screen (EPD1)

* Sex: ** M (male)  ** F (female)
* Ethnic: Caucasian (F) __________________________ (code)

Veteran Status Codes:

* Vietnam: ** blank (no)  ** V (Vietnam Era Veteran)
* War/Campaign: ** blank (no)  ** E (War/Campaign/Expedition Veteran)
* Oth Status: ** blank (no)  ** S (Special Disabled Veteran)

* Disabled Status: ** blank (no)  ** H (disabled)
* Citizenship: U.S. Citizen __________________________ (code)
* Student Status: Not Registered __________________________ (code)

No. Of Reg. Units: __________________________ (derived by ISIS interface)
Stu/Reg: __________________________ (derived by ISIS interface)
2. Employee Personal Data 2 Screen (EPD2)

Academic Review Date: ________________________ (academics only, mmddyy format)

* Oath Signature Date: ________________________ (mmddyy format)

* I-9 Date: ________________________ (mmddyy format)

Education Level Code: ________________________

Education Level Year: ________________________

Non-UC Prior Service Code: ________________________

Prior Service Months: ________________________

Prior University Service Institution Code: ________________________

Employment Service Credit: ________________________

Employment Service Credit From Date: ________________________

Current Specialty Code: ________________________

Highest Degree Specialty Code: ________________________

Highest Degree Institution Code: ________________________

3. Employee Address Data (EADR)

Permanent Address - U.S. citizen:

* Line 1: ________________________ (used only for three line addresses)

* Line 2: 8899 Parkdale Drive (start here for two line addresses)

* City: San Diego

* State: CA

* Zip: 92126

Permanent Address - non-citizen:

* Line 1: ________________________ (used only for three line addresses)

* Line 2: ________________________ (start here for two line addresses)

* City: ________________________

* Foreign Addr Ind: ** A (U.S. address) ** F (foreign address) (may be left blank for U.S. address)

Prov: ________________________

Cntry: ________________________ (code)
Postal Code: ____________________________
Home Phone: ____________________________ (area code and phone #)
Spouse Name: ____________________________

Campus Release Codes:

* Perm Address: ** blank or N (no) ** Y (yes)
* Home Phone: ** blank or N (no) ** Y (yes)
* Spouse Name: ** blank or N (no) ** Y (yes)

* Employee Organization Disclosures:

* Perm Address: ** blank or Y (yes) ** N (no)
* Home Phone: ** blank or Y (yes) ** N (no)
* Mail Code: 0109

Campus Address:

Phone 1: 42222
Phone 2: ____________________________
Room: 3315
Building: HSS

4. Tax Information Screen (ETAX)

Federal:

* Marital Status: ** M (married) ** S (single)
* Personal Allowances: ____________________________
  Maximum Withholding: ____________________________

California:

* Marital Status: ** M (married) ** S (single) ** H (Head of household)
* Personal Allowances: ____________________________
* Itemized Deductions: ____________________________
  Maximum Withholding: ____________________________
  Earned Income Credit Status: ____________________________

Additional Withholding:
5. Alien Information Screen (EALN)

* Country of Residence: __________________________ (code)
* Visa Type: __________________________ (code)
* Work Permit End Date: __________________________ (mm/dd/yyyy format)

6. Appts./Distributions-Condense Screen (EAPC)

* Appt: __________________________
  Actions: __________________________ (not entered for a new hire)
* Typ: 5 __________________________ (code)
* Bas: 09 __________________________ (for academic/full yr. staff only)
* Pd Ovr: 12 __________________________ (for academics only)
* Appt Begin: Today’s date __________________________ (mm/dd/yyyy format)
* Appt End: 999999 __________________________ (mm/dd/yyyy format)
* Dur: T __________________________
* Dept: (See class worksheet) __________________________ (code)
* Title: 1100 __________________________ (code)
* Grade: __________________________ (for A&PS, MAP or Exec. only)
* % Full: 1.00 __________________________
* F/V: F __________________________ (F or V)
* Ann/Hr. Rate: 80,100.00 __________________________ (will be derived by the system)
* Rt: A __________________________ (code)
* Sch: MO __________________________ (code)
* Time: N __________________________ (code)
* Lv: N __________________________ (code)
6. Appts./Distributions-Condense Screen (EAPC) continued

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### 7. Personnel - Miscellaneous Screen (EPER)

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<td><strong>Today's date</strong></td>
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<td>(mmddyy format)</td>
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**BELI Status Qualifiers:**

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<tr>
<td>(mmddyy format)</td>
<td></td>
</tr>
<tr>
<td>Secondary:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>(mmddyy format)</td>
<td></td>
</tr>
</tbody>
</table>

| * Date of Hire:           | **Today's date**          |
|                          | (mmddyy format)           |

| * Original Hire Date:     | **Today's date**          |
|                          | (mmddyy format)           |

| * Employee Relations Code:| **E**                      |
|                          | (code)                    |
| Employee Relations Unit: | **A6**                    |
| (code)                   |                           |

| * Probationary Period End Date: |                          |
|                                | (mmddyy format)           |

| * Next Salary Review Date:    |                          |
|                              | (mmmy format)            |

| * Next Salary Review Type:   |                          |
|                             | (code)                   |

| * Home Department:          | *(See class worksheet)*  |
|                            | (code)                   |

| * Timekeeper Code:         | *(See class worksheet)* & 00 |
|                           | (code)                     |

| * College Code:            |                          |
|                           | (required if applicable)  |
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Job Opportunities Program (JOP) Worksheets
New Hire Data Collection Worksheets

Note: The data elements that are especially important to consider when you are processing a new hire are preceded by an asterisk (*) and printed in bold type on this worksheet.

1. Employee Identification Screen (EEID)

* Social Security Number: ________________________________ (as seen on social security card)
  * First Name: ________________________________ (as seen on social security card)
  * Middle Name: ________________________________ (as seen on social security card)
  * Last Name: ________________________________ (as seen on social security card)
  * Suffix: ________________________________ (Jr., Sr., etc.)
  * Date of Birth: 070193 (mmddyy format)
  * Intercampus Transfer: ________________________________ (action code)

2. Employee Personal Data 1 Screen (EPD1)

* Sex: " M (male) " " F (female)
* Ethnic: Other Asian (code)

Veteran Status Codes:

* Vietnam: " blank (no) " " V (Vietnam Era Veteran)
* War/Campaign: " blank (no) " " E (War/Campaign/Expedition Veteran)
* Oth Status: " blank (no) " " S (Special Disabled Veteran)

* Disabled Status: " blank (no) " " H (disabled)
* Citizenship: U.S. Citizen (code)
* Student Status: Undergraduate Student (code)

No. Of Reg. Units: ________________________________ (derived by ISIS interface)
Stu/Reg: ________________________________ (derived by ISIS interface)
2. Employee Personal Data 2 Screen (EPD2)

Academic Review Date: _____________________________ (academics only, mmddyy format)
* Oath Signature Date: _____________________________ (mmddyy format)
  * I-9 Date: _____________________________ (mmddyy format)

Education Level Code: _____________________________
Education Level Year: _____________________________
Non-UC Prior Service Code: _____________________________
Prior Service Months: _____________________________
Prior University Service Institution Code: _____________________________

Employment Service Credit: _____________________________
Employment Service Credit From Date: _____________________________
Current Specialty Code: _____________________________
Highest Degree Specialty Code: _____________________________
Highest Degree Institution Code: _____________________________

3. Employee Address Data (EADR)

Permanent Address - U.S. citizen:

* Line 1: _____________________________ (used only for three line addresses)
* Line 2: 14 Shannon Circle _____________________________ (start here for two line addresses)
  * City: _____________________________
  * State: CA
  * Zip: 94502

Permanent Address - non-citizen:

* Line 1: _____________________________ (used only for three line addresses)
* Line 2: _____________________________ (start here for two line addresses)
  * City: _____________________________
  * Foreign Addr Ind: ** A (U.S. address) ** F (foreign address) (may be left blank for U.S. address)
    Prov: _____________________________
    Cntry: _____________________________ (code)
Postal Code: ________________________________
Home Phone: ________________________________ (area code and phone #)
Spouse Name: ________________________________

Campus Release Codes:

* Perm Address: " blank or N (no) " Y (yes)
* Home Phone: " blank or N (no) " Y (yes)
* Spouse Name: " blank or N (no) " Y (yes)

* Employee Organization Disclosures:

* Perm Address: " blank or Y (yes) " N (no)
* Home Phone: " blank or Y (yes) " N (no)
* Mail Code: 0519

Campus Address:

Phone 1: 49595
Phone 2: ________________________________
Room: 4414
Building: EBU2

4. Tax Information Screen (ETAX)

Federal:

* Marital Status: " M (married) " S (single)
* Personal Allowances: ________________________________
  Maximum Withholding: ________________________________

California:

* Marital Status: " M (married) " S (single) " H (Head of household)
* Personal Allowances: ________________________________
* Itemized Deductions: ________________________________
  Maximum Withholding: ________________________________
  Earned Income Credit Status: ________________________________

Additional Withholding:
### 5. Alien Information Screen (EALN)

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Country of Residence:</td>
<td>(code)</td>
</tr>
<tr>
<td>* Visa Type:</td>
<td>(code)</td>
</tr>
<tr>
<td>* Work Permit End Date:</td>
<td>(mm/dd/yy format)</td>
</tr>
</tbody>
</table>

### 6. Appts./Distributions-Condense Screen (EAPC)

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Appt:</td>
<td></td>
</tr>
<tr>
<td>Actions:</td>
<td>(not entered for a new hire)</td>
</tr>
<tr>
<td>* Typ:</td>
<td>Casual Restricted (code)</td>
</tr>
<tr>
<td>* Bas:</td>
<td>(for academic/partial yr. staff only)</td>
</tr>
<tr>
<td>* Pd Ovr:</td>
<td>(for academics only)</td>
</tr>
<tr>
<td>* Appt Begin:</td>
<td>Today's date (mm/dd/yy format)</td>
</tr>
<tr>
<td>* Appt End:</td>
<td>0614YY (Next Year) (mm/dd/yy format)</td>
</tr>
<tr>
<td>* Dur:</td>
<td></td>
</tr>
<tr>
<td>* Dept:</td>
<td>(See class worksheet) (code)</td>
</tr>
<tr>
<td>* Title:</td>
<td>4920 (code)</td>
</tr>
<tr>
<td>* Grade:</td>
<td>(for A&amp;PS, MAP or Exec. only)</td>
</tr>
<tr>
<td>* % Full:</td>
<td>0.25</td>
</tr>
<tr>
<td>* F/V:</td>
<td>V (F or V)</td>
</tr>
<tr>
<td>* Ann/Hr. Rate:</td>
<td>9.50 (will be derived by the system)</td>
</tr>
<tr>
<td>* Rt:</td>
<td>H (Hourly) (code)</td>
</tr>
<tr>
<td>* Sch:</td>
<td>BW (Biweekly) (code)</td>
</tr>
<tr>
<td>* Time:</td>
<td>A (code)</td>
</tr>
<tr>
<td>* Lv:</td>
<td>F (code)</td>
</tr>
</tbody>
</table>
6. Appts./Distributions-Condense Screen (EAPC) continued

* Dist No: __________________________

* Index: XXX1111

* Sub: 2

* FTE: No FTE

* Dis%: 0.2500

* PayBeg: Today's date (mmddyy format)

* PayEnd: 0614YY (Next Year) (mmddyy format)

* St: __________________________ (required for staff)

* O/A: __________________________

* Rate/Amount: 9.50

* DOS: REG (code)

* PRQ: __________________________ (if applicable)

W: F (Federal) (for work study only)
7. Personnel - Miscellaneous Screen (EPER)

* Assigned BELI: \( 5 \)  

* Effective Date: \( \text{Today's date} \) (mmddyy format)

BELI Status Qualifiers:

<table>
<thead>
<tr>
<th>Qualifier</th>
<th>Code</th>
<th>Date (mmddyy format)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Date of Hire: \( \text{Today's date} \) (mmddyy format)

* Original Hire Date: \( \text{Today's date} \) (mmddyy format)

* Employee Relations Code: \( E \) (code)

Employee Relations Unit: \( 99 \) (code)

* Probationary Period End Date: (mmddyy format)

* Next Salary Review Date: (mmyy format)

* Next Salary Review Type: (code)

* Home Department: (See class worksheet) (code)

* Timekeeper Code: (See class worksheet) & 00

* College Code: \( 43 \) (required if applicable)
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