

## Faculty Change Information

<b>First Name</b>		<b>Middle Initial</b>	
<b>Last Name</b>			
<b>Employee ID</b>		<b>Effective Date</b>	
<b>Employee Record Number</b>		<b>Department</b>	
<b>Requested By</b>		<b>Approved By</b>	
<b>Backup Documentation</b>		<b>Change Made By</b>	
<b>Action:</b>		<b>Reason:</b>	
<b>Completion of Probation</b>		<b>Tenure (TEN)</b>	
<b>Data Change</b>		<b>Temp to Probationary Appt (APR)</b>	
New Position Number		New Employee Class	
New FTE		Salary Grade	
Comp Rate Code		Comp Rate	
		<b>Update Education / Degree Data (EDU)</b>	
Highest Education Level			
		<b>Adjust Probationary Code / End Date (EPD)</b>	
New Probation Code		New Probation End Date	
		<b>Extend Leave of Absence (LOA)</b>	
New Expected Return Date			
		<b>Immediate Pay (PAY)</b>	
Retirement Code		Units	
Daily Rate			
		<b>Faculty Member, Terminal Year (STY)</b>	
<b>Leave of Absence - Paid</b>		<b>Difference In Pay - AY (DFA)</b>	
Expected Return Date		<b>Difference In Pay - &lt;= 12 months (DFM)</b>	
New Actual Monthly Salary		<b>Difference In Pay - 2 Quarters (DFQ)</b>	
		<b>Difference In Pay - One Quarter (DFS)</b>	
		<b>FMLA / CFRA (FML)</b>	
		<b>Leave With Pay (LWP)</b>	
		<b>Medical Leave With Pay (MED)</b>	
		<b>Military Leave With Pay (MIL)</b>	
		<b>Personal Leave With Pay (PER)</b>	
		<b>Professional Leave With Pay (PRO)</b>	
		<b>Sabbatical - AY (.50 pay) (SBA)</b>	
		<b>Sabbatical - 2 Quarters (.75 pay) (SBO)</b>	
		<b>Sabbatical - 1 Quarter (full pay) (SBS)</b>	
<b>Comments:</b>			

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<b>Backup Documentation</b>		<b>Change Made By</b>	
<b>Action:</b>		<b>Reason:</b>	
<b>Leave of Absence - Unpaid</b>		<b>Medical (MED)</b>	
Expected Return Date		<b>Military Service (MIL)</b>	
		<b>Personal (PER)</b>	
		<b>Professional (PRO)</b>	
<b>Pay Rate Change</b>		<b>Equity Adjustment (EQU)</b>	
New Comp Rate			
<u>Anniversary Code:</u>		Anniversary Month / Year	
Eligible for SSI		Faculty SSI Remaining	
Max (salary >= SSI Max)			
None			
SSI Max (SSI counter = 0)			
		<b>Temp Faculty Range Elevation (FRE)</b>	
New Grade		New Comp Rate	
<u>Anniversary Code:</u>			
Eligible for SSI		Anniversary Month / Year	
Max (salary >= SSI Max)		Faculty SSI Remaining	
None			
SSI Max (SSI counter = 0)			
		<b>General Salary Increase (GSI)</b>	
New Comp Rate			
		<b>Market Adjustment (MKT)</b>	
New Comp Rate			
<u>Anniversary Code:</u>			
Eligible for SSI		Anniversary Month / Year	
Max (salary >= SSI Max)		Faculty SSI Remaining	
None			
SSI Max (SSI counter = 0)			
		<b>Partial Leave - Professional (PLF)</b>	
New FTE (Time Base)		Expected Return Date	
		<b>Partial Leave - Family Medical (PLM)</b>	
New FTE (Time Base)		Expected Return Date	
		<b>Partial Leave - Personal (PLP)</b>	
New FTE (Time Base)		Expected Return Date	
		<b>PreRetirement Reduct in TimeBase (PRT)</b>	
New FTE (Time Base)			
		<b>Return From Partial Leave (RPL)</b>	
New FTE (Time Base)			
		<b>Service Salary Increase (SSI)</b>	
New Comp Rate		Update Faculty SSI Remaining	
		<b>Time Base Change (TBC)</b>	
New FTE (Time Base)			
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<b>Backup Documentation</b>		<b>Change Made By</b>	
<b>Action:</b>		<b>Reason:</b>	
<b>Promotion</b>		<b>Promotion (PRO)</b>	
Old Rank		Old Timebase (AY, 12 mo, 10 mo)	
New Rank		New Timebase (AY, 12 mo, 10 mo)	
New Position Number		New Salary Grade	
<b>Probation Code:</b>			
None		(Lecturers)	
On Prob, No Status Other Class		(Tenure Track) Probation End Date	
Tenured		(Tenured)	
<b>Anniversary Code:</b>			
Eligible for SSI		Anniversary Month / Year	
Max (salary >= SSI Max)		Faculty SSI Remaining	
None			
SSI Max (SSI counter = 0)			
Rate Code	CSUMTH		
Comp Rate (new base salary)			
<b>Retirement</b>		<b>Disability Retirement (DRT)</b>	
		<b>Service Retirement (SRT)</b>	
Employee Class		(FERP or NO FERP)	
<b>Return From Leave</b>		<b>Return from Unpaid Leave (LOA)</b>	
		<b>Return from Paid Leave (PDL)</b>	
Update Sabbatical Elig Mo/Yr		Update DIP Elig Mo/Yr	
New Comp Rate			
<b>Return From Short Work Break</b>		<b>Temp or FERP Faculty Return (TOW)</b>	
New Probation End Date		New Comp Rate	
<b>Short Work Break</b>		<b>Temp or FERP Faculty Off Work (TOW)</b>	
Expected Return Date			
<b>Comments:</b>			

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<b>Backup Documentation</b>		<b>Change Made By</b>	
<b>Action:</b>		<b>Reason:</b>	
<b>Suspension</b>		<b>Suspension (SUS)</b>	
Expected Return Date			
<b>Termination</b>		<b>Cancelled Appointment (CNL)</b>	
		<b>Death (DEA)</b>	
		<b>Dismissal (DIS)</b>	
		<b>End Temporary Appointment (END)</b>	
		<b>Non-Renewed Contract (FNR)</b>	
		<b>Layoff - Lack of Funds (LLF)</b>	
		<b>Layoff - Lack of Work (LLW)</b>	
		<b>Failure to Return From Leave (LVE)</b>	
		<b>Voluntary Separation (RSN)</b>	
<b>Comments:</b>			