

SECTION TWO: CSI PAYROLL CONFIRMATION (Admin Use Only)

A) Employee Information

Employee Status (circle one) Active Inactive Separated No Prior Affiliation (must perform full hire)	Employee ID #
Concurrent Academic Job? Will the employee work in another department on campus in an Academic title (e.g. GSR, TA, reader, tutor) at the same time they are employed in this job? Yes No	
If yes, 1) change FLSA status in UC Path Position Data 2) change Pay Group in UC Path Job Data 3) Submit a ticket to ETS for steps to take in Kronos.	

B) Position Information

Will the student use Work Study? Yes No (Obtain Referral Form And Award Letter)	If yes, are they already using WS in another dept? Yes No (Student must sign Employer Change Request)
Position Status New Position Existing Position	Position #
Salary Plan (Click magnifying glass; Options will appear based on Job Code)	Salary Grade (Click magnifying glass; Options will appear based on Job Code)

Funding Entry 1

Effective Date	End Date	Project Code LAFS
Rate/Per Hour	% to Code	MAX hours on code

Funding Entry 2

Effective Date	End Date	Project Code LAFS
Rate/Per Hour	% to Code	Max hours on code

C) Job Information

Job Effective Date	Job End Date	Pay Group (circle one) BW MO Pos MO Ex
Short Work Break 1 (begin – end)	Short Work Break 2 (begin – end)	

AUTHORIZATION: SECTION TWO

Business Officer _____ **Date** _____

Office use: Business Officer’s signature signifies Budget, Sponsor Guidelines, Campus Compliance Approvals made via email acceptable. Attach printed email as backup.