

EMPLOYEE TRANSACTION FORM

TYPE OF TRANSACTION		Enter/Record New Employee ID Here			
		Employee ID		Effective Date	
Panel – Name/Address					
1	Last Name		First Name		Middle Initial
					Suffix
Postal					
2	Street Address		City		State
					ZIP Code
Mailing Address (if different from above)					
		City		State	ZIP Code
Panel – Personal Profile			Panel – Eligibility/Identity		(National ID)
3	Home Phone	Gender	Work Phone	Birth Date (mm/dd/yyyy)	Ethnic Group
					Social Security Number
Panel – Work Location			(For former department, see the last box in Row 8 on this form.)		
4	Type of Action	Reason	Position Number	Department ID/Department Name	
5	<i>Reports To Position Number</i>	<i>Location Code</i>	<i>Employee Schedule</i>	<i>Name of Supervisor</i>	
Panel – Job Information				(Check Procedures)	
6	<i>Job Code</i>	<i>Job Title</i>	<i>Type of Employment</i>	<i>Reg/Temp/P.D./Seas</i>	<i>Standard Hours</i>
					<i>Budgeted Job Code</i>
					FICA Status
Panel – Compensation					
7	<i>Salary Plan/Grade</i>	<i>Step</i>	<i>Comp Frequency</i>	<i>Compensation Rate</i>	<i>Union Code</i>
Panel – Employment Data ("TL Data" Sub-Panel)			SUPPLEMENTAL INFORMATION –NOT FOR INPUT		
8	Work Group	Task Group	Task Profile ID	<i>Employee's Former Dept ID/Dept Name</i>	
					Check against Term Effective Date
9	<i>Requisition Number, if applicable</i>	<i>Position Vacated By</i>	<i>Date Vacated</i>	Last Day Worked	

Signature of Department Head or Designee **Date**

CONFIRMATION OF FORMS & NOTIFICATIONS

I-9 – EMPLOYMENT ELIGIBILITY	FEDERAL WITHHOLDING	STATE WITHHOLDING	OATH OF ALLEGIANCE	RETIREMENT FORMS	WARRANT DESIGNATION	STEP ADVANCE	AT-WILL	CALPERS ID	CalPERS APPOINTMENT ID
ENROLLMENT FORMS SENT		OTHER		DIRECT DEPOSIT		HR PROCESSOR		DATE & PAY PERIOD	

SHADED PORTIONS FOR
HUMAN RESOURCES USE ONLY

HR-ETF April 2021