

UHR ADDENDUM

SECTION V: Employee Identification

Employee Name: _____ EmplID: _____ Current Title: _____
 Posting Date: _____ Posting Number: _____
 Approved By: _____ Signature: _____ Date: _____

SECTION VI: Position Information

Classified Job Code: _____ Classified Job Title: _____
 Grade: _____ Classified Title Bargaining Unit Name/Unit (Union) Code: _____
 Position: Salaried Hourly FLSA: Exempt Non-Exempt
 Full Time 12-mo Salary Range/Hrly Rate: Min _____ Mid _____ Max _____
 Position Classification: Regular Temporary FTE Type: Full Time Part Time Per Diem
 Employee Work Hrs Per Week/FTE: _____ FT Standard Hrs**: _____ PT Avg Hrs/FTE: _____ Per Diem Avg Hrs/FTE: _____
 Home Org/Dept ID: _____ Department: _____
 Work Location Name: _____ Work Location Code: _____ Campus: _____
 Shift Earnings Code: _____ Pension Plan: _____
 Approved By: _____ Signature: _____ Date: _____

SECTION VII: Staff Transaction Form

Employee Annual Salary/Hourly Rate: _____ Employee Grade/Step: _____
 Eff (Personnel) Dt: _____ Probation Period: _____ Probation End Dt: _____ Annual Review Dt: _____
 Expected Job End Dt: _____ Pay Group: _____ Comp Rate Code: _____ Comp Freq: _____

Action Reasons Requested to be Processed

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Acting Appointment | <input type="checkbox"/> New Hire | <input type="checkbox"/> Rehire | <input type="checkbox"/> Status Change – Full/Part Time |
| <input type="checkbox"/> Adjust/Correct – Job Code New Hire | <input type="checkbox"/> Promotion | <input type="checkbox"/> Rehire From Layoff | <input type="checkbox"/> Status Change – Per Diem to Regular |
| <input type="checkbox"/> Bump | <input type="checkbox"/> Reappointment | <input type="checkbox"/> Return From Acting Appt | <input type="checkbox"/> Work Hours/FTE Adjustment |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Recall (From LOA Layoff) | <input type="checkbox"/> Status Change – Eff Date | <input type="checkbox"/> Other: (describe below) |
| <input type="checkbox"/> Lateral Transfer | <input type="checkbox"/> Reclassification | <input type="checkbox"/> Status Change – Faculty to Staff | _____ |

For New Hires/Rehires/Reinstatements

PeopleSoft Hire Template Name: _____