

Employment Status Form

The Employment Status Form, or ESF, must be completed each time there is a new hire or change in employment status for any person paid by the Corporation. This group includes Student Assistants, Faculty, and Staff – Temporary or Benefited.

Personnel Action (First Section)

FIELD	USE
New Hire	Check this box if the action is a new hire. New hires must complete hire forms and show proof of eligibility to work in the U.S. within 3 days of hire date.
Re-appointment	Check this box if the action is an extension, renewal of an existing employment term or a rehire of a previously terminated employee (if unsure, contact Corp HR)
Wage Rate Change	Check this box if the action is a change in pay rate. <i>Please indicate a reason for the rate change. Examples: merit (explanation required for 4% and above); cost of living allowance; minimum hourly rate increase; change in job classification and or title</i>
Other Change	This field has 2 uses: it can be used to give further details about a change indicated elsewhere in this section or it can be used to describe a type of change that does not fit in to the other categories in the section, for example: reduction in time base from 100% to 75%
Effective Date	The date when the personnel action will take effect.

Table 1: Fields in Personnel Action section of ES

Employee Information and Employment Status (Second Section)

FIELD	USE
Last Name	Enter the employee's last name here.
First Name	Enter the employee's first name here.
Department/Project Name	Enter the Department Name or Project Name here.

Point of Contact (POC)	Enter the name of the Point of Contact (POC). Person to contact for information regarding this employee and the person to receive a copy of processed ESF. This is typically the person who prepared the form.
Employment Status (Benefited Employees) <i>Employees who receive benefits (health + dental) from the Corporation not State. Usually a recruitment has taken place.</i>	Check the appropriate box to select one of the following options: Regular: Enter the number of hours per week that the employee works for this Department or Project, and what percentage of 40 hours this time equates to. For example, if the employee works 20 hours per week, you would put 20 hrs/wk (50%)
Employment Status (Non-Benefited Employees) <i>Employees who do not receive benefits from the Corporation i.e. Students, Faculty and employees covered by State benefits.</i>	Check the appropriate box to select one of the following options: 1. Temporary: Enter the number of hours per week the employee will work for this Department or Project, and what percentage of 40 hours this time equates to. For example, if the employee works 20 hours, you would put 20 hrs/wk (50%) 2. CSUMB Student Assistant 3. Non CSUMB student 4. Faculty Additional Employment-use for CSUMB faculty 5. Other Additional Employment-use for CSUMB or Corporation staff.
Job Classification	Enter the official Corporation Job Classification for this position. Student Assistant=HA Student in the field=HA-F (the "F" designates a worker's Comp code for field research activity of 20% or more Faculty or Key Contributors=HB
Working Title	Enter the Working Title that is in the budget document that is funding this position. This may differ from the Job Classification; for reporting purposes , please specify undergraduate or graduate for students.
Immediate Supervisor	Enter the name of the employee's immediate supervisor. Person named will be the person approving timesheet on ADP.
Email/Ext #	Enter the supervisor's email address and telephone extension.

Table 2: Fields in the second section of the ESF

Third Section

FIELD	USE
Wage Rate	Indicate hourly or monthly and then the corresponding rate. For hourly employees, indicate the hourly rate of pay. For salaried employees, indicate the monthly salary.
Effective Dates	Beginning date is the date that this change will take effect. Ending date is the last day that this change will be in effect. All temporary hires should have an ending date. Employees funded by external funds may use the current budget period end-date as the termination date of the appointment. Please refer to Separations/Terminations below for separations prior to project end-date.
FLSA	Check the appropriate box to indicate whether the employee is exempt from receiving overtime pay (Exempt), or is eligible to receive overtime pay (Non-Exempt).
Fund	Enter the appropriate Fund number, which is a 5-digit number that is also the first 5-digits of the project #.
DEPTID	Enter the appropriate Department number.
Project #	Enter the Project number, if applicable, and is an 8-digit number and can be alpha numeric.
Class	Class number if appropriate
Distribution	For salaried employees only: Enter the percentage of time that the employee works for this project. The total of the distributions for all projects will be 100%. For example, if an employee works for only one department or one project, enter 100% on this line. If an employee works half of the time for one department and half for another, on different projects enter 50% on each of the 2 lines. Note: If the Employee's time base is 50% time, total distribution should still equal 100%.
End Date	End date is the date that this appointment/change will no longer be in effect. All temporary hires should have an ending date. Employees funded by external funds may use the project end-date as the termination date of the

	<p>appointment. Employees funded by multiple funds should have a separate end date for each fund. Please refer to Separations/Terminations below for separations prior to project end-date.</p>
Employee signature	Employee Signature is not a requirement, but is important for the employee to know the funding sources paying their position and the allocation plan. If not available a copy of ESF should be given to the employee.
Date	The date employee signed form
Authorizing Signature	This field is for the signature of the person authorized to sign for the grant (i.e. Principal Investigators) or department manager/director.
Name	Print the name of the authorized signer.
Date	The date on which the authorized signer signed the ESF.
Corp Human Resources & Date	<p>The signature of the HR representative receiving and reviewing the ESF.</p> <p>The date on which HR representative signed the ESF.</p>
Post Award & Date	<p>The signature of the Post Award Specialist / Analyst or Accounting representative for grant funded positions only (project / grant field above is populated)</p> <p>The date on which the Post Award representative signed the ESF.</p>
Grants Accounting & Date	<p>The signature of the Accounting representative for gift/non-grant funded positions only (project / grant field above is populated)</p> <p>The date on which the Accounting representative signed the ESF.</p>
Human Resources & Date	<p>The signature of the Corporation Human Resources Director or his / her designee. <i>Please note: <u>The transaction indicated by the ESF is not complete until HR receives the form along with all pertinent paperwork</u> (i.e. hire forms)</i></p> <p>The date on which the Corporation Human Resources Director or his / her designee signed the ESF.</p>

Table 3: Fields in the third section of the ESF

Questions completing form? Call Corporation HR x4301 or 4498

****Separations/Terminations**

University Corporation, as the employer, is legally obligated to pay employees all wages owed on their last day of work or risk claims and penalty charges for late payment of wages. Corporation Handbook Policy states the following:

117. FINAL CHECK

Employees will receive their final checks within the time required by law. The final paycheck for employees who resign with at least 72 hours advance notice will be provided on their last day of work. Employees who resign without providing at least 72 hours of advance notice will receive their final paycheck within 72 hours of their resignation. Employees who are terminated involuntarily will be provided their final paycheck on their last day of work.

External and internal audits have shown that employees (especially student assistants) continue to be active on our database long after their separation date from the department or project. Corporation Human Resources (CHR) is only made aware of the separation when reports indicate an employee has not received a paycheck following a number of pay periods.

In order to remedy this situation and comply with California Law, please adhere to the following:

1. Employment Status Forms (ESF's) should reflect accurately the employee's appointment start and end-dates.
2. In the event an employee terminates prior to appointment end-date, a [Resignation/Separation Form](#) must be submitted to CHR as soon as employee notifies department of his/her intent to terminate employment. Please submit final [timesheet](#) or [absence report](#) (if applicable) to include last day worked to payroll in order to issue final paycheck within legal requirement.

Example 1: A student assistant is hired for the duration of a project (ESF reflects appointment start date and project end –date as the dates of employment – **8/20/2007 through 6/30/2008**). However, on December 10, 2007, the student notifies supervisor/PI his/her intent to resign as of 12/14/2007. A Resignation/Separation Form must be submitted to CHR upon notice of separation. Final timesheet submitted to payroll on or before (if possible) last day of work.

This example illustrates a 72 hour notice. Therefore, we are legally obligated to issue final check on last day of work.

Example 2: Same scenario as Example 1. However, on May 21, 2008, student notifies supervisor/PI that her/his last day is May 21, 2008, same day, and will not work during the summer break. A Resignation/Separation Form must be submitted to CHR upon notice of separation. Final timesheet submitted to payroll within 72hr of notice.

This example illustrates less than 72hr notice. Therefore, payroll has 72hrs to issue final paycheck.

3. Any employee placed “On-call” or on an “intermittent schedule” must have reported hours within three (3) months of appointment or CHR will terminate the appointment. Department will need to submit a new ESF once the employee is called to work.
4. Involuntary termination should be discussed with the CHR Manager prior to taking any action.
5. Please contact CHR x 4301 or 4498 at any time you have questions or concerns regarding a specific situation not outlined above.



EMPLOYEE STATUS FORM

To comply with Federal record keeping laws, all changes in employee status must be completed in every case where there is an employment change in job classification, salary rate, or job status. **This form must be submitted to the Corporation's Human Resource Department prior to the employee's start date. Please use ESF Instructions as a guide. Please ensure all appropriate sections of the ESF are completed before forwarding it to Corporation HR. Please save completed ESF with naming convention as follows: LastName,FirstName [EffectiveDate] (Smith,John 12122021)**

Personnel Action (Please mark one):

New Hire	Effective Date	:
Re-appointment		
Wage Rate Change		
Other Change		

Employee Information

Last Name. :	First Name :
Dept/Proj. Name:	Point of Contact:

Employment Status

Employment Status:	Employment Status Type:
Time Base	hours/week (Not to exceed 900 hours)
hrs/week	<i>(Please note FAE are exempt.) FAE and OAE must follow 125% guidelines</i>

Job Classification :	Working Title:
Immediate Supervisor:	Email: Ext :

Wage Rate: \$	FLSA (Fair Labor Standard Act)
	Exempt (Exempt from Overtime)
	Non-Exempt (Overtime Eligible)

FUND	DEPT ID	Name of Project	Project #	CLASS	DISTRIBUTION TOTAL =100%	End Date

****If funding was awarded by a grant, PostAward/Accounting must sign this ESF before forwarding to Human Resources .**



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Signatures:

Employee Signature :	Date:	
Authorizing Signature (1) :	Date:	Name:
Authorizing Signature (2) :	Date:	Name:
Corp Human Resources :	Date:	
Post Award/Accounting (1):	Date:	
Post Award/Accounting (2):	Date:	
Post Award/Accounting (3):	Date:	
Corp Human Resources Director:	Date:	

Notes:

Corporation Human Resources Note(s):

Post Award/Accounting Note(s):