

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

FIELD	USE
Effective Date	The date when the personnel action will take effect.
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 by selecting an appropriate reason from the drop down menu. If applicable, please provide an explanation for the wage change as well. 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%
Background Check	For new hires: please select Yes or No from the drop down menu to inform HR if the employee's position will require a background check. Whether an employee's position requires a background check is based on the CSU's background check policy . If yes, the employee will need to complete this process before starting employment.
LiveScan	For new hires: please select Yes or No from the drop down menu to inform HR if the employee will need to complete LiveScan fingerprinting. If yes, the employee

will need to complete this process before starting employment.

Employee Information and Employment Status

FIELD	USE
Last Name	Enter the employee's last name here.
First Name	Enter the employee's first name here.
Dept/Project	Enter the Department Name or Project Name here.
Employee Email	Enter the employee's email address (used by HR to send the candidate our on-boarding information).
Immediate Supervisor	Enter the name of the employee's immediate supervisor. Person named will be the person approving the timesheet on ADP.
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 Type / Time Base

Benefited - Employees who receive benefits (health l) from the Corporation not State/CSU.

Usually a recruitment has taken place.

Non-Benefited - Employees who do not receive benefits from the Corporation i.e. Students, Faculty and employees covered by State benefits.

Check the appropriate drop down to select one of the following options:

Benefited: Are classified as either Full Time Regular (40 hrs/wk) or Part Time Regular (30 - 39 hrs/wk)

Non-Benefited:

1. Temporary (1 - 40 hrs/wk)
2. CSUMB Student Assistant (20 hrs/wk)
3. Non CSUMB Student (20 hrs/wk)
4. Faculty Additional Employment (FAE) (10 hrs/wk)
5. Other Additional Employment (OAE) (10 hrs/wk)

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).
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.
Workers Compensation	Refer to workers compensation guide , and select the appropriate code from the drop down menu.
Grade	Refer to the Grade Schedule , and select the appropriate grade from the drop down menu.
Working Title	Enter the Working Title that is in the budget documentation for the position. For reporting purposes , please specify undergraduate or graduate for student job titles.

Funding Information

FIELD	USE
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.
Name of project	Project/grant name per grant set up.
Project #	Enter the Project number, if applicable, and is an 8-digit number and can be alphanumeric.
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 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.

Signatures

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.
Post Award/Accounting	The signature of the Post Award Specialist / Analyst or Accounting representative for grant funded positions only (project / grant field above is populated)
Human Resources	<p>The signature of the Corporation Human Resources Director or his / her designee. Please note: The transaction indicated by the ESF is not complete until HR receives the form along with all pertinent paperwork (i.e. hire forms)</p> <p>The date on which the Corporation Human Resources Director or his / her designee signed the ESF.</p>
Notes	Post Award/Accounting and HR will indicate notes in this field if applicable.

Questions completing form? Contact HR at corp_esf@csumb.edu or hr_corporation@csumb.edu

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 accurately reflect 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 the employee notifies the department of his/her intent to terminate employment. Please submit a 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 notified the supervisor/PI his/her intention 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 a final check on the last day of work.

Example 2: Same scenario as Example 1. However, on May 21, 2008, the student notified the 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 72 hr of notice.

This example illustrates less than 72 hr notice. Therefore, payroll has 72 hrs 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 the HR Director and/or Assistant Director at any time you have questions or concerns regarding a specific situation not outlined above.