PAYROLL/PERSONNEL

ONLINE SYSTEM

PROCEDURES

University of California, Riverside
Introduction

Data Elements, Forms and Workflow (tan)

1. Hire/Rehire

Hire (HIRE) (teal) ........................................ 1.1
Rehire (SREH/AREH) ..................................... 1.1

2. Reappointment/Renewal of Appointment

Renewal of Appointment (SRNW/ARNW) (hot pink) 2.1

3. Casual to Career

Staff Casual to Career (CASU) (salmon) ........... 3.1

4. Personnel Actions

Appointment Level Changes - Staff (gray)
  Promotion * Demotion * Reclassification *
  Transfer (SPRO) ....................................... 4.1

Appointment Level Changes - Academic
  Employment in Different Academic Series
  (Change of Series) (APRO) ......................... 4.15

  Change in Percentage of Time (blue) ........... 4.30
  Funding Change (lime green) ..................... 4.39

  Distribution Level Changes (red)
    Staff - Six Month * Merit * Exceptional *
    Equity Increase (SMRT) ......................... 4.47
    Casual/Student Increase (EAPP) ............... 4.56

5. Additional Employment/Pay

  Additional Employment (ADDL) (purple) ....... 5.1
  Academic Stipends (ADDL) ....................... 5.16

6. Leave of Absence

  Paid Leave of Absense/Sabbatical (SABB) (turquoise) 6.1
  Leave of Absense Without Pay (LEAV) ............ 6.9

7. Separation

  Separation (SPER) (raspberry) ................... 7.1

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8. Other

Home Department Change (EPER) (yellow) 8.1
Name Change (EEID) 8.6
Address Change (EDP1) 8.11
W-4 Change (ETAX) 8.17
Visa Change (EALN) 8.23
Leave Accrual Code Change (EAPP) 8.28

9. Policy

(green)

10. References

(light blue)


(gold)

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