

Employee Type	Employee Name	Employee Classification	Category	Sub Category	Sub Category 2	Description	Pay Frequency	Salary	Effective Date	Expected End Date	Expected Return Date	Last Date Physically Worked	Approval Office	Alternative Work Schedule
STAFF	X	Permanent/ Probationary	Appointment	New		<i>New employee to CSUEB</i>	X	X	X				X	*X
STAFF	X	Temporary Recruited	Appointment	New		<i>New employee to CSUEB</i>	X	X	X	X			X	*X
STAFF	X	Temporary Non Recruited	Appointment	New		<i>New employee to CSUEB</i>	X	X	X	X			X	*X
STAFF	X	Rehired Annuitant	Appointment	New		<i>New employee to CSUEB</i>	X	X	X	X			X	*X
STAFF	X	Special Consultant	Appointment	New		<i>New employee to CSUEB</i>	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Appointment	Rehire		<i>Rehire a previous CSUEB employee (not to be used for prior Student Assistants)</i>	X	X	X				X	*X
STAFF	X	Temporary Recruited	Appointment	Rehire		<i>Rehire a previous CSUEB employee (not to be used for prior Student Assistants)</i>	X	X	X	X			X	*X
STAFF	X	Temporary Non Recruited	Appointment	Rehire		<i>Rehire a previous CSUEB employee (not to be used for prior Student Assistants)</i>	X	X	X	X			X	*X
STAFF	X	Rehired Annuitant	Appointment	Rehire		<i>Rehire a previous CSUEB employee (not to be used for prior Student Assistants)</i>	X	X	X	X			X	*X
STAFF	X	Special Consultant	Appointment	Rehire		<i>Rehire a previous CSUEB employee (not to be used for prior Student Assistants)</i>	X	X	X	X			X	
STAFF	X	Permanent/ Probationary	Appointment	Promotion		<i>Employee is moving into a recruited position with a classification in a higher CSU salary range</i>	X	X	X				X	*X
STAFF	X	Permanent/ Probationary	Appointment	Reappointment	Temporary to Probationary Appointment	<i>Assign a temporary employee to a probationary appointment</i>	X	X	X				X	*X
STAFF	X	Temporary Recruited	Appointment	Reappointment	New Temporary Appointment	<i>Assign an employee to a new temporary appointment or reappoint an active employee to a successive temporary appointment when no separation is posted</i>	X	X	X	X			X	*X
STAFF	X	Temporary Non Recruited	Appointment	Reappointment	New Temporary Appointment	<i>Assign an employee to a new temporary appointment or reappoint an active employee to a successive temporary appointment when no separation is posted</i>	X	X	X	X			X	*X
STAFF	X	Special Consultant	Appointment	Reappointment	New Temporary Appointment	<i>Assign an employee to a new temporary appointment or reappoint an active employee to a successive temporary appointment when no separation is posted</i>	X	X	X	X			X	
STAFF	X	Permanent/ Probationary	Appointment	Reappointment	Extend Temporary Appointment	<i>Extend temporary promotion/reassignments/reclassification</i>	X	X	X	X			X	*X
STAFF	X	Temporary Recruited	Appointment	Reappointment	Extend Temporary Appointment	<i>Extend temporary promotion/reassignments/reclassification</i>	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Appointment	Reappointment	Temporary to Permanent Status	<i>Temporary employee to permanent appointment (per MOU) - 4 year continuous appointment within same classification</i>	X	X	X				X	*X

STAFF	X	Permanent/ Probationary	Appointment	New Additional Appointment	Concurrent Job	Used to appoint an employee to an additional position.	X	X	X				X	*X
STAFF	X	Temporary Recruited	Appointment	New Additional Appointment	Concurrent Job	Used to appoint an employee to an additional position.	X	X	X	X			X	*X
STAFF	X	Temporary Non Recruited	Appointment	New Additional Appointment	Concurrent Job	Used to appoint an employee to an additional position.	X	X	X	X			X	*X
STAFF	X	Rehired Annuitant	Appointment	New Additional Appointment	Concurrent Job	Used to appoint an employee to an additional position.	X	X	X	X			X	*X
STAFF	X	Special Consultant	Appointment	New Additional Appointment	Concurrent Job	Used to appoint an employee to an additional position.	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Appointment	Demotion	Voluntary	Voluntary demotion by employee	X	X	X				X	*X
STAFF	X	Temporary Recruited	Appointment	Demotion	Voluntary	Voluntary demotion by employee	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Change in Status	In-Range Progression		In-Range Progression	X	X	X				X	*X
STAFF	X	Temporary Recruited	Change in Status	In-Range Progression		In-Range Progression	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Change in Status	Job Reclassification	Job Code Change	Employee is moving into a new classification with change to job code	X	X	X				X	*X
STAFF	X	Temporary Recruited	Change in Status	Job Reclassification	Job Code Change	Employee is moving into a new classification with change to job code	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Change in Status	Job Reclassification	In-class Progression	Employee is moving into a higher range within the classification series (e.g. ASA, ASC, AA/S, SSP I)	X	X	X				X	*X
STAFF	X	Temporary Recruited	Change in Status	Job Reclassification	In-class Progression	Employee is moving into a higher range within the classification series (e.g. ASA, ASC, AA/S, SSP I)	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Change in Status	Time Base Change		Update time base (FTE and/or standard hours)	X	X	X				X	*X
STAFF	X	Temporary Recruited	Change in Status	Time Base Change		Update time base (FTE and/or standard hours)	X	X	X	X			X	*X
STAFF	X	Temporary Non Recruited	Change in Status	Time Base Change		Update time base (FTE and/or standard hours)	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Change in Status	Transfer	Voluntary Reassignment Permanent	Move an employee into a new assignment (permanent)	X	X	X				X	*X
STAFF	X	Temporary Recruited	Change in Status	Transfer	Voluntary Reassignment Permanent	Move an employee into a new assignment (permanent)	X	X	X	X			X	*X
STAFF	X	Temporary Non Recruited	Change in Status	Transfer	Voluntary Reassignment Permanent	Move an employee into a new assignment (permanent)	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Change in Status	Transfer	Voluntary Reassignment Temporary	Move an employee into a new assignment (temporary)	X	X	X	X			X	*X
STAFF	X	Temporary Recruited	Change in Status	Transfer	Voluntary Reassignment Temporary	Move an employee into a new assignment (temporary)	X	X	X	X			X	*X
STAFF	X	Temporary Non Recruited	Change in Status	Transfer	Voluntary Reassignment Temporary	Move an employee into a new assignment (temporary)	X	X	X	X			X	*X
STAFF	X	Permanent/ Probationary	Separation	Completion of Assignment	End Temporary Appointment	Temporary employee has completed their term of appointment			X			X	X	

STAFF	X	Temporary Recruited	Separation	Completion of Assignment	End Temporary Appointment	Temporary employee has completed their term of appointment			X			X	X
STAFF	X	Temporary Non Recruited	Separation	Completion of Assignment	End Temporary Appointment	Temporary employee has completed their term of appointment			X			X	X
STAFF	X	Special Consultant	Separation	Completion of Assignment	End Temporary Appointment	Temporary employee has completed their term of appointment			X			X	X
STAFF	X	Permanent/ Probationary	Separation	Termination	Resignation - Professional Advancement	Voluntary separation due to professional advancement opportunity			X			X	X
STAFF	X	Permanent/ Probationary	Separation	Termination	Resignation - Dissatisfied	Voluntary separation due to dissatisfaction with CSU Policies			X			X	X
STAFF	X	Permanent/ Probationary	Separation	Termination	Resignation - Better Job	Voluntary separation due to better job opportunity			X			X	X
STAFF	X	Permanent/ Probationary	Separation	Termination	Resignation - Dissatisfied with Promotional Opportunity	Voluntary separation due to dissatisfaction with promotional opportunities			X			X	X
STAFF	X	Permanent/ Probationary	Separation	Termination	Resignation - Personal Reasons	Voluntary separation due to personal reasons			X			X	X
STAFF	X	Permanent/ Probationary	Separation	Termination	Resignation - Better Pay	Voluntary separation due to better pay opportunity			X			X	X
STAFF	X	Permanent/ Probationary	Separation	Termination	Resignation	Voluntary separation (no reason identified)			X			X	X
STAFF	X	Temporary Recruited	Separation	Termination	Resignation	Voluntary separation (no reason identified)			X			X	X
STAFF	X	Temporary Non Recruited	Separation	Termination	Resignation	Voluntary separation (no reason identified)			X			X	X
STAFF	X	Permanent/ Probationary	Separation	Death		Death of employee			X			X	X
STAFF	X	Temporary Recruited	Separation	Death		Death of employee			X			X	X
STAFF	X	Temporary Non Recruited	Separation	Death		Death of employee			X			X	X
STAFF	X	Rehired Annuitant	Separation	Death		Death of employee			X			X	X
STAFF	X	Permanent/ Probationary	Separation	Retirement		Service retirement			X			X	X
STAFF	X	Temporary Recruited	Separation	Retirement		Service retirement			X			X	X
STAFF	X	Temporary Non Recruited	Separation	Retirement		Service retirement			X			X	X

\*X - Required if an employee is working less than full-time or schedule differs from M-F 8 hours daily