HOW AND WHEN TO USE THE EMPLOYEE TRANSACTION FORM (ETF)

The ETF is used to 1) make changes to an existing employee's record and 2) start the hire process for non-students. The form provides documentation for Payroll, Human Resources, Faculty Affairs, and University HR. These instructions are intended to guide you through the process of completing the ETF: https://www.foundation.cpp.edu/content/es/d/nh/Employment-Transaction-Form-ETF.pdf

IMPORTANT: This form must be completed before the individual begins working in an official capacity.

DEFINITIONS:

Type of Employee	This area is to be marked to indicate the type of employee (one option only)
Type of Financial Transactions	Section to indicate if contact with cash/credit cards
Effective Date	This should be the date that the transaction is effective
Bronco ID	This is for existing employee
Kronos (UKG) Number	ID Number generated by the UKG system
Last, First, Middle	Current or prospective individual's name information
Address, City, State, Zip	Current or prospective individual's address information
CPP Email	Address assigned ending with "cpp.edu."
Home, Cell Number	Current or prospective individual's phone information
Type of Transaction:	*More than one option can be selected as applicable.*
• New Hire	Individual that is being hired
• Rehire	Individual that worked for Division/Department in the past
• Status Change	Individual's status is changing (i.e.: moving from part-time to full-time)
• Account # Change	Individual is moving from one Project Account # to another
• Additional Account	Individual is maintaining initial Project Account #, but adding an additional account for accounting purposes
• Department Transfer	Individual is moving from one department to another
• Reclassification	Individual's job title change or moving from part-time to full-time
• Merit/Promotion/Rate Adjustment	Change in pay: ▪ Merit - pay increase based on individual performance. ▪ Promotion – upward mobility from one position to another and a higher grade. ▪ Rate adjustment – individual is receiving a pay adjustment based on market, minimum pay requirements, budgeted increase, etc.
• Extra Pay/Bonus	▪ Extra pay – used for Faculty to document extra time and effort ▪ Bonus – typically a one-time approved payment
• Add Approver/Timekeeper	Indicate change or adding another individual to approve time records.
Discharge	Used when an employee is terminated.
Employment Status	▪ Full Time – individual works 40/hrs. week ▪ Partial Benefitted – individual works over 1,000/hrs. year and is entitled to CalPERS (retirement funds) ▪ Part-time – individual works up to 20 hrs./week ▪ Evening Shift Diff – employee works an evening shift that has a rate differential ▪ Benefitted – individual entitled to full benefits (medical, dental, vision) ▪ Non-Benefitted – Part-time not entitled to any benefit, except CA sick time ▪ Exempt – employee is paid on a biweekly basis, salaried ▪ Non-Exempt (hourly) – individual is paid an hourly rate, entitled to overtime
Status	▪ Current – this is individual's current information ▪ New – this is individual's new information ▪ Department – name of the department assigned ▪ Project Account # - account number to charge individual's pay/benefits ▪ Classification – individual's job title ▪ Pay Rate – either biweekly rate (if exempt) or hourly rate (if non-exempt)

	• Overtime – overtime rate for non-exempt, hourly employee • Staff Grade – grade range position for non-student Foundation employees
Authorized Signer/Timekeeper Approver/Reports to	Individual that manages the employee and approve timecards/time off/etc.
Student Employees Only	Student employee limited to 20/hrs. week (one job or a combination of jobs). Need to ensure all departments noted to ensure student stays aligned with hours
Notes/Allowances and/or Reason for Transaction	Indicate any information that needs to be noted. For example, if Extra Pay/Bonus, provide explanation
Signature Section	Lines for individuals to sign based on signature requirements
Human Resources/Payroll Use Only	Section for Human Resources/Payroll to sign form indicating reviewed/processed

INSTRUCTIONS TO COMPLETE ETF:

Type of Employee – This information is required so that the employee is entered into the system correctly.
- Foundation Staff – select if individual is only employed with Foundation and has no affiliation with CPP
- CPP Student – select if individual is a CPP student
- CPP Faculty – select if individual is a CPP faculty member including instructors and adjunct professors. This information is required to ensure we comply with Stateside pay policies.
- CPP Staff – select if individual is a CPP staff member, *indicate MPP status in notes section*. This information is required to ensure we comply with Stateside pay policies.
- No Affiliation (w/CPP or Foundation) – select if individual is not affiliate with CPP or Foundation (i.e. resident advisors)

Type of Financial Transactions
- Indicate what type of financial transaction this individual will handle in their position or if they will discontinue handling cash and/or credit cards
- This information will determine if required background and training will be assigned to those handling cash and/or credit cards

Effective Date
- Enter the date the transaction type is effective, the effective *date must be the beginning of a pay period* *https://www.foundation.cpp.edu/content/es/d/Payroll/Payroll-Holiday-Calendar-2022.pdf* exceptions must be discussed with Human Resources.
- If there is an end date, enter as "Beginning MM-DD-YYY and Ending MM-DD_YYYY." For, example, if there is $5,000.00 to be paid out over 4 payroll periods, this would be stated as "Beginning 02-07-YYYY, with an End date of 03-20-YYYY. The $5,000.00 will then be divided up with an amount of $1,250.00 per pay period.

Bronco ID Number
- If a Bronco ID number has been assigned, enter the Bronco ID number of the individual. This is required for Faculty and Campus Staff.
- If a Bronco ID number has not been assigned, leave it blank and HR will assign a Bronco ID to the individual.

UKG (Kronos)Number (not a required field)
- HR will complete this section.

The following items are required:
- Last Name
- First Name
- Middle Initial
- Email Address – CPP email, if a CPP email is not assigned enter a personal email *(only required for campus programs and grant and contract employees)*

The following items are required for No Affiliation Individuals, optional for others:

- Current Address, City, State and Zip code
- Home Phone and Cell Phone Numbers

TYPE OF TRANSACTION – if multiple items apply, select all that apply. An example of a multiple transaction would be someone moving from part-time to full-time and being charged to a different account number. In this instance, the Status Change box would be checked as well as the Account # Change box.

- New Hire – Select if individual has never been employed with Foundation.
- Rehire – Select if individual was previously employed by Foundation and is being rehired.
- Status Change – Select is individual's status (student, part-time, full time) is changing.
- Account # Change – Select if individual's project account # is changing.
- Additional Account – Select if individual is gaining an additional project account (individual will be working on multiple accounts/multiple jobs). Please indicate percentage to be assigned to each account.
- Department Transfer – Select if individual is transferring from one department to another department.
- Reclassification – Select if individual's job title and classification is changing. For example, moving from non-exempt to exempt, or becoming an MPP.
- Merit/Rate Adjustment – Select if individual's hourly or bi-weekly rate is changing. Enter the reason for the change in the comments box. For example, if the increase is due to minimum wage adjustment, enter that.
- Extra Pay/Bonus – Select if individual is receiving a one-time payment or bonus. An explanation of the payment must be provided in the notes section.
- Faculty Note: one-time pay or bonus are discouraged due to requirements to provide pay information to Stateside on a regular basis. If there is one-time pay or bonus, this could possibly lend to an issue with the rules. Normally, one-time pay or bonus will not be approved. Exceptions would need appropriate approvals with specific reasons. These requests must be approved/signed by the Campus official prior to processing.
- Add Approver/Timekeeper – Select if individual's timesheets will be approved by someone who is not considered an Authorized Signor of the individual's project account #. An additional Delegation form will need to be filled out in order to process this transaction type. The form can be found: (insert link to form from website).
- Discharge – all voluntary discharges are to be communicated to Human Resources upon notification from employee.
    - Voluntary – provide resignation information from the individual with the ETF (letter, email, text, etc.)
    - Involuntary – explain reasons for involuntary discharge in notes section, provide any supporting documentation with the ETF. Conversation with Human Resources should take place before an involuntary discharge.

EMPLOYMENT STATUS (select all that apply)

Must select at least one from each column

- If an employee will be working overnight and there is a shift differential in place, select evening shift diff. along with applicable items from each column below:

Full Time	Benefited	Exempt
Partial Benefitted	Non-Benefited	Nonexempt (hourly)
Part Time		

These items are completed by the manager/supervisor of the individual:

For changes to an existing employee, the information for both CURRENT status and NEW status rows need to be completed.

For new employees, the information for NEW status row needs to be completed.

- **Current Status**
    - Department Name – enter the department/unit the individual is working
    - Project Account # – enter the project account # the individual's hours are charged to
    - Classification – enter the individual's position title
    - Pay Rate
        - Non-exempt (hourly) employees – enter the hourly rate

- Exempt (salary) employees – enter the bi-weekly rate
  - Overtime – enter the overtime rate (time and a half of hourly rate), for hourly employees only
  - Staff Grade – enter the staff grade, for Full Time Benefitted Foundation Staff only

- **New Status**
  - Department Name – enter the department/unit the individual will be working
  - Project Account # – enter the project account # the individual's hours will be charged to
  - Classification – enter the individual's position title
  - Pay Rate
    - Non-exempt (hourly) employees – enter the hourly rate
    - Exempt (salary) employees – enter the bi-weekly rate
  - Overtime – enter the overtime rate (time and a half of hourly rate), for hourly employees only
  - Staff Grade – enter the staff grade, for Full Time Benefitted Foundation Staff only

AUTHORIZED SIGNER/TIMEKEEPING APPROVER/REPORTS TO:

- Enter the person who will be responsible for approving the individual's timesheet.
- An additional Kronos (UKG) Delegation form may need to be filled out if the approver is not the direct supervisor.

STUDENT EMPLOYEES ONLY

- Is student currently employed in another Foundation or University Department?
  - No
  - Yes/Other – list the other department(s) in the notes section
- *CPP Students can only work a maximum of 20 hours per week across all jobs held on campus.*
- *CPP Students working on a Grant account cannot incur overtime (over 8 hours in a day).*

NOTES, ALLOWANCES AND/OR REASON FOR TRANSACTION SECTION

- Information regarding explanation for the transaction type(s), OR,
- Allocation information, OR,
- Reasons for discharge, voluntary or involuntary, OR,
- Any other information needed to process the transaction. For example, a start and end date as noted previously (if applicable).

SIGNATURE SECTION – all appropriate signatures must be obtained prior to processing (two signatures per "Minimum Authorized Signatures Policy 122")

GRANTS & CONTRACTS:
- Initiating Supervisor Signature or designee (include Initiating Supervisor's full printed name and extension)
- Dean or Associate Dean of the College – for CPP Faculty or individuals working on a Grant or College funded program/project

CPP FACULTY:
- Initiator's signature
- Faculty Affairs

CPP STAFF:
- Initiator's signature
- University Human Resources

FOUNDATION EMPLOYEES:
- Executive Director's Signature - only Full Time Benefitted Foundation staff must have Executive Director's signature or designee
- Initiator - individual initiating the transaction
- Director -   Department/Division Director

ADDITIONAL ITEMS TO NOTE

Some types of changes require a consultation with HR and additional documentation, such as a revised job description, prior to the form's submission.

A consultation with HR is ALWAYS required for:

- Title Changes with no salary adjustment
- Reorganization
- Involuntary Termination
- Reduction in an individual's pay

Responsibility for completing the form lies with the employee's current supervisor, except in the case of moves between departments, when the employee's new supervisor is responsible.

Incomplete forms or forms missing the required supporting documentation will be returned to the sender for completion.

Human Resources will verify all information and approve the changes before routing the form for final approval(s) and/or entry into the system.