

EMPLOYMENT STATUS FORM/ STAFF HIRING DOCUMENT

This form must be completed by the project (NOT the employee) for all new hires, changes in job classifications, salary rates and/or job status. **Form must be received by Research Foundation HR 10 working days prior to the employee's start/change date.** Changes are not valid/approved until signed off by Research Foundation HR. **DO NOT ALTER THIS FORM.**

EMPLOYEE NAME: _____	CSULB ID#: _____
COLLEGE NAME: _____	PI NAME: _____
DEPT/PROJECT NAME: _____	EMPLOYEE PHONE EXT: _____

TYPE OF TRANSACTION

NEW HIRE	RE-HIRE	CHANGE (explain) _____
Currently a CSULB University Stateside Employee (Dual Employment)? Yes No If yes: _____		
Position? _____	Department? _____	Manager? _____
Stateside Work Schedule (Days/Hours per week) _____		

REQUIRED EMPLOYMENT INFORMATION

Employment is "at-will" and can be terminated at any time, with or without cause or advance notice by either the employer or employee. Project period (start/end date) is simply a budget period and is **NOT** a guarantee of employment for any specific amount of time.

1. JOB CLASSIFICATION _____	WORKING TITLE _____
2. START DATE (actual 1st day worked) _____	END DATE * _____ <small>(Not to exceed 1 year from start date)</small>
3. Work Schedule for this Project/Program (Days/Hours) _____	
4. Working on other Research Foundation Projects/Programs? _____ Program/Project Name and End Date _____	
5. Working with minors and/or the elderly? Yes ** No	
<small>** If YES, fingerprint clearance required prior to work then every 12 months in order to continue working. No exceptions.</small>	
6. Will Employee have access to level 1 confidential data or cash? Yes ** No	
<small>** If YES, background check clearance required prior to starting work. No exceptions.</small>	

EMPLOYEE STATUS (SELECT ONE)

Benefitted Categories (Requires Position Posting): Full-Time Regular (30-40 hours) _____ hours per week Part-Time Regular (20-29 hours) _____ hours per week Short Hour Regular (up to 19 hrs) _____ hours per week Effort % _____ Benefitted Position # _____ <small>All benefitted positions must be posted on the Research Foundation website for a minimum of 2 weeks and are contingent upon successful background check clearance prior to start date. Contact Research Foundation HR for assistance.</small>	Non-Benefitted Categories (Select One-Provide Hours): Undergraduate CSULB Student _____ hours per week (max 20) Graduate CSULB Student _____ hours per week (max 20) Temporary (max 6 mo appt) _____ hours per week (max 20) Seasonal Summer Program _____ hours per week (max 40) <small>not to exceed 10 weeks in total</small> Current job description attached? Yes No
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SALARY INFORMATION

HOURLY (Non-Exempt) Wage change? \$ _____ Regular Rate Per Hour	SALARIED (Exempt-Requires prior HR review/pre-approval) Wage change? \$ _____ Salary Per Pay Period <small>(Annual Salary Divided by 24 Pays)</small> \$ _____ Annual Salary
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****All wage changes require written request at least 2 weeks in advance of change for HR review and approval for future effective date. NO EXCEPTIONS.**

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CHARTFIELD INFORMATION

PROJECT/PROGRAM NAME	FUND	DEPT	PROJECT	PROGRAM	CLASS CODE	EFFORT % <small>(Salaried Only-Must Equal 100%)</small>

EMPLOYEE ACKNOWLEDGEMENT RECEIPT

** ONLY REQUIRED FOR HOURLY (NON-EXEMPT) STAFF - PROVIDE COPY TO EMPLOYEE **

Labor Code section 2810.5(b) requires that the employer notify employees in writing of any changes to the information set forth within 7 calendar days after the time of changes, unless one of the following applies: (a) all changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) notice of all changes is provided in another writing required by the law within 7 days of the changes. The full text of [Labor Code section 2810.5](#) may be found at [California Legislative Information](#).

The employee’s signature on this notice constitutes acknowledgement of receipt. It is the employer’s obligation to ensure that the employment and wage-related information provided on this notice is accurate and complete. Furthermore, the employee’s signature does not constitute a voluntary written agreement as required under the law between the employer and the employee. Any such voluntary written agreement must be evidenced by a separate document. The CSULB Research Foundation is an atwill employer. Employment can be terminated at any time, with or without cause or advance notice by either the employer or the employee.

SIGN AND DATE WITHIN 7 DAYS OF THE EMPLOYEE’S START DATE.

Employee (Print Name)	Employee Signature	Date
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* Separation Form required with final timecard whenever anyone separates employment (student, temp, staff, or faculty).

APPROVAL SIGNATURES

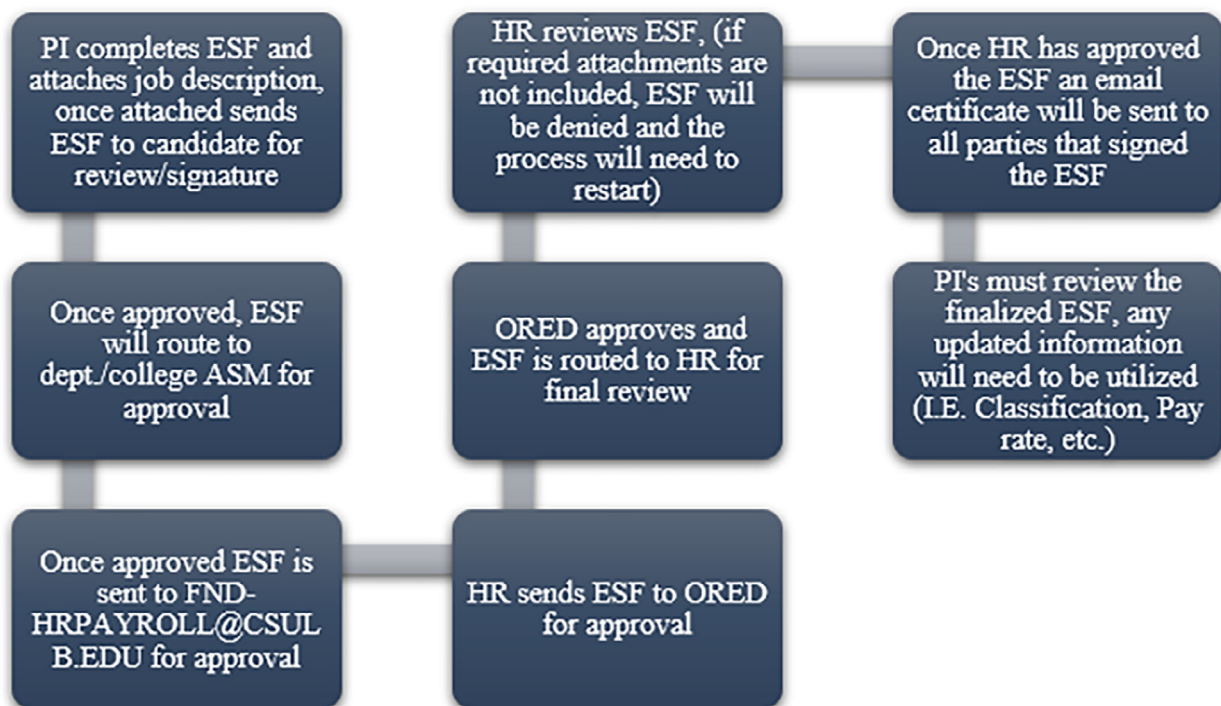
(Requestor/Approver Required Before Being Sent to HR for Processing)

Requestor (Print Name)	Requestor Signature	Date
Approver (Print Name) - Level 4 or Higher	Approver Signature - Level 4 or Higher	Date
ORED Allowability	Date	Human Resources Signature
		Date

DEPT USE ONLY

Rcvd _____ /Benes _____ /Enter _____

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Reminder: All ESF's must be submitted to our office 10 business days prior to the effective date. If there are missing attachments (i.e., job descriptions), the ESF will be delayed. If a renewal ESF is submitted with a higher pay rate than the existing rate(s) in our system, the ESF will be updated to reflect the existing pay rate and a new ESF will need to be submitted for review for a reclassification. The ESF requesting the increase will need to include "Additional duties, reclassification" on the change explanation line.

To request an increase, you must do the following **at least two weeks in advance** of the desired increase effective date:

1. Submit a **written request** to Human Resources for consideration indicating the old rate/proposed new rate and the desired future effective date of the increase.
 - a. **Non-benefitted staff** - the effective date can be either the 1st or 16th of the month - start of the pay period.
 - b. **Benefitted staff** - the effective date must be on the 1st of a month following the 2-week review. No exceptions.

Employee Timecards are due each pay period according to the Research Foundation Semi-Monthly Pay Schedule. We pay 10 days after the end of the pay period -

- Period 1 - 1st of the month through the 15th of the month - paid on the 25th of the month.
- Period 2 - 16th of the month through the end of the month - paid on the 10th of the following month.

Separation Form - Required with final timecard whenever anyone separates employment (student, temp, or staff).

International Hires - International employees **require an additional clearance PRIOR to their start date.**

This process oftentimes takes an additional 2 weeks. Please have them bring all their documents (VISA, Passport, I-20, I-94, social security card, etc., as applicable) to the Research Foundation HR office as soon as possible to start the process. If they do not have a social security number, we will assist in preparing a letter that they will have to take to the Social Security Administration to obtain one. They must have all of this in order, completed and approved by HR prior to starting work. We will not be able to compensate international employees for any time worked prior to clearance. No exceptions. Please let HR know if you are anticipating hiring an international individual.

NOTE: Individuals on an **H1B VISA** (specialized, petitioned VISA that is employer specific) cannot work for the Research Foundation unless the Research Foundation specifically petitioned for the individual to work. Because of the nature of grant (soft) money, the Research Foundation will only consider petitioning concurrent H1B VISAs for faculty that hold a primary H1B VISA with the university. All costs associated with the H1B Petition are the responsibility of the project/individual.