

Employee Action Change Form

Please submit to ersohrops@erso.berkeley.edu for non student appointments and ersostudenthiring@erso.berkeley.edu
For any funding changes complete Earnings Distribution Change Form

Employee Name <input style="width: 90%;" type="text"/>	Employee ID <input style="width: 90%;" type="text"/>
Supervisor Name <input style="width: 90%;" type="text"/>	Supervisor Email <input style="width: 90%;" type="text"/>
Date Submitted: <input style="width: 90%;" type="text"/>	Action Effective Date <input style="width: 90%;" type="text"/>

Please check the appropriate action below and include any special instructions:

Action (select one)

<input type="checkbox"/>	DTA	Data Change (Please enter data change type in the special instructions field below)		
<input type="checkbox"/>	JRC	Reclassification	Job Code: <input style="width: 50px;" type="text"/>	Title: <input style="width: 150px;" type="text"/> Salary: <input style="width: 50px;" type="text"/>
<input type="checkbox"/>	PRO	Promotion	Job Code: <input style="width: 50px;" type="text"/>	Title: <input style="width: 150px;" type="text"/> Salary: <input style="width: 50px;" type="text"/>
<input type="checkbox"/>	RPT	Renewal/Reappointment	If applicable, enter new appointment end date: <input style="width: 100px;" type="text"/>	
<input type="checkbox"/>	PAY	Pay Rate Change (please indicate appropriate chartstring in special instructions field)		
<input type="checkbox"/>	PLA	Leave of Absence - Paid	Expected Return Date	<input style="width: 100px;" type="text"/>
			Last Day on Pay Status	<input style="width: 100px;" type="text"/>
<input type="checkbox"/>	LOA	Leave of Absence - Unpaid	Expected Return Date	<input style="width: 100px;" type="text"/>
			Last Day on Pay Status	<input style="width: 100px;" type="text"/>
<input type="checkbox"/>	RFL	Return from Leave		
<input type="checkbox"/>	REH	Rehire		
<input type="checkbox"/>	TER	Termination	Last Day Worked	<input style="width: 100px;" type="text"/>
<input type="checkbox"/>	E-Verify Fund	Fund now requires E-Verify check to be conducted		
<input type="checkbox"/>	OTHER			

Special Instructions:

Authorized Signature	Name	Phone Number	Email	Date

Budget Approval Name: <input style="width: 90%;" type="text"/>	Budget Approval Signature: <input style="width: 90%;" type="text"/>
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*****HR USE ONLY*****

Entered By: <input style="width: 90%;" type="text"/>	<input type="radio"/> Memo sent to Academic HR	<input type="radio"/> Dean's Approval
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