UCLA Ed & IS

EMPLOYMENT ACTION FORM

PLEASE COMPLETE THE FOLLOWING FORM ENTIRELY AND SUBMIT TO THE HUMAN RESOURCES/BUSINESS OFFICE AT LEAST **5 BUSINESS DAYS PRIOR TO THE REQUESTED START DATE. NOTE:** EMPLOYEES MAY NOT BEGIN WORKING UNTIL <u>ALL</u> NEW HIRE PAPERWORK OR OTHER REQUIRED DOCUMENTATION HAS BEEN SUBMITTED.

ACTION (SELECT ONE): _____   ANTICIPATED START DATE: _____

REPLACEMENT FOR: _____   ANTICIPATED END DATE: _____

EMPLOYEE INFORMATION

NAME (LAST, FIRST, M.): _____   EMPLOYEE ID #: _____

CURRENT UCLA STUDENT: YES   NO   WORK-STUDY AWARD: _____

CURRENT EMAIL: _____   CURRENT PHONE: _____

ARE ANY OF THE EMPLOYEES RELATIVES EMPLOYED WITH GSE&IS?

          NO   YES (LIST THEIR NAME & UNIT) _____

JOB INFORMATION

APPT. TYPE (SELECT ONE): _____   APPT %: _____ (EX. 10 HRS/WEEK = 25%)

JOB/REQ#: _____   JA# _____   TITLE CODE: _____   PAYROLL TITLE: _____

STEP/GRADE: _____   PAY RATE: _____PER (SELECT **ONE**): _____

PRIMARY SUPERVISOR: _____   BACKUP TIMESHEET SUPERVISOR: _____

FUNDING SOURCE(S):

ACCOUNT	CC	FUND	PROJECT CODE	SUB	% TIME
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PLEASE ATTACH SEPARATE DOCUMENT IF ADDITIONAL FUNDING SOURCES ARE NEEDED.

BUSINESS OFFICE FUND MANAGER: _____

CAMPUS LOCATION INFORMATION

CAMPUS WORK EXT: _____   ROOM/BLDG ADDRESS: _____   MAIL CODE: _____

REQUEST SUBMITTED BY:

NAME (PLEASE PRINT): _____   INITIAL: _____

UNIT: _____   DATE: _____

IF YOU ARE REQUESTING ACCESS TO UCLA PROPRIETARY SYSTEMS (EX. BRUIN BUY, TRAVEL EXPRESS, ONLINE FINANCIAL SYSTEM REPORTS [OFSR], ETC.) PLEASE EMAIL ARIS SANTIAGO AT santiago@gseis.ucla.edu WITH "**DSA**" IN THE SUBJECT LINE.