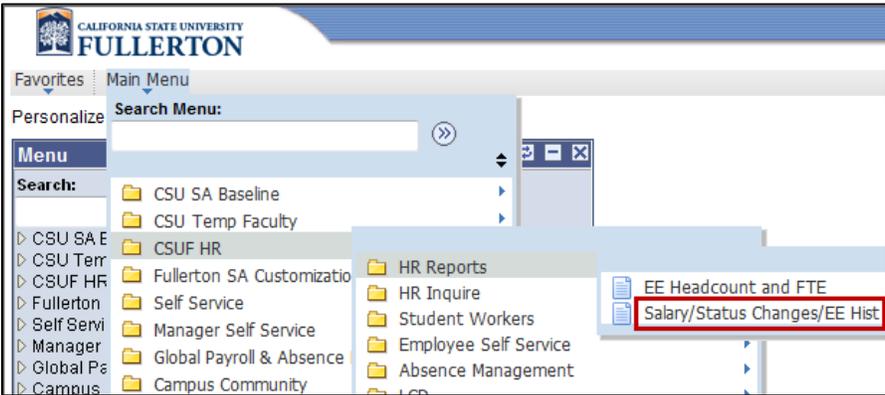
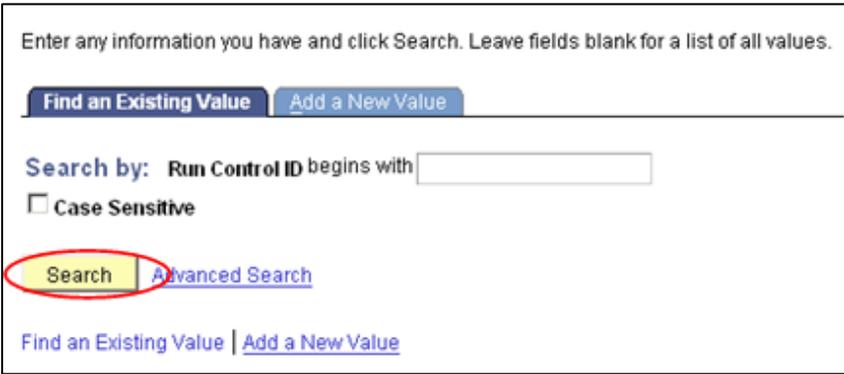


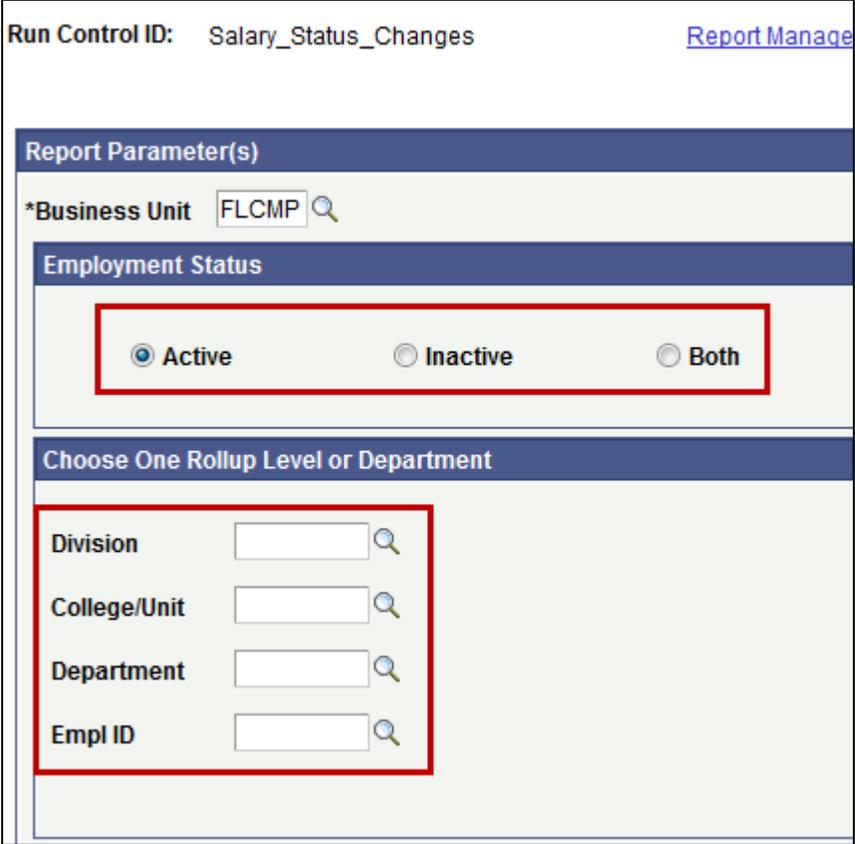


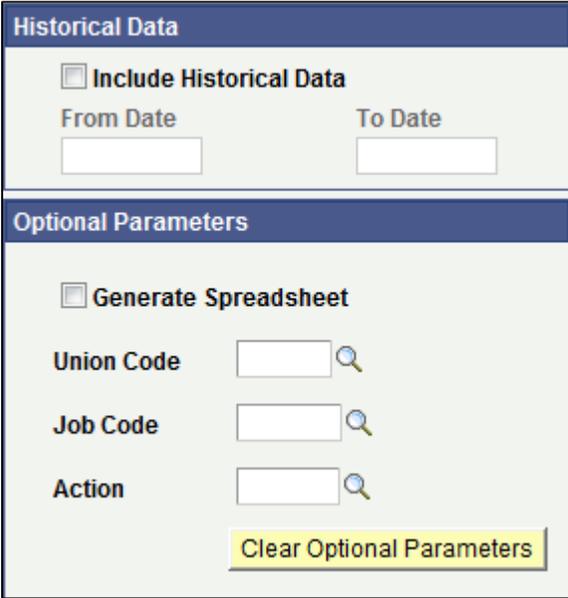
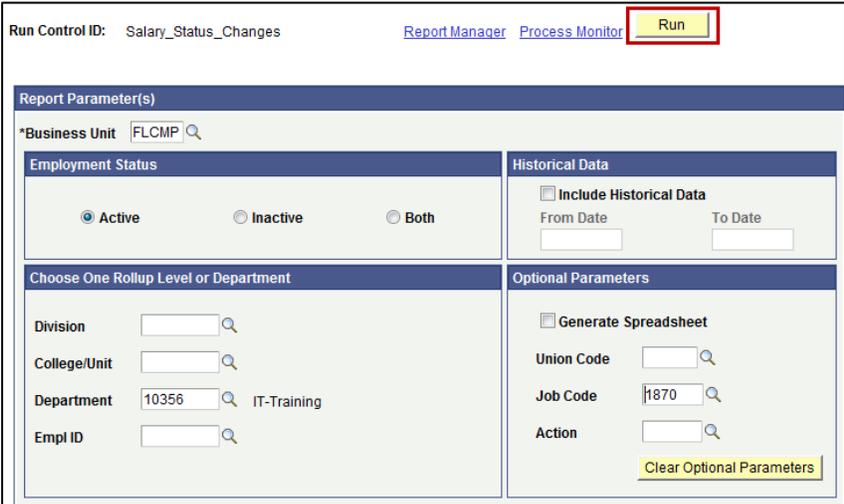
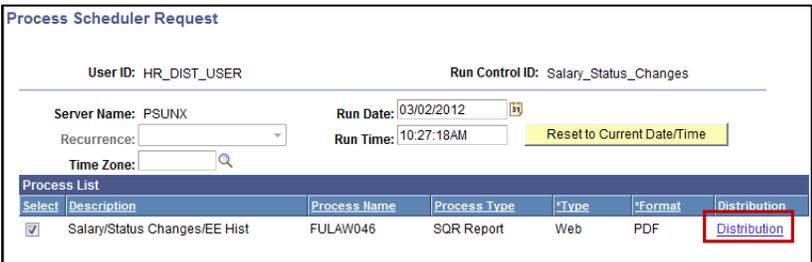
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

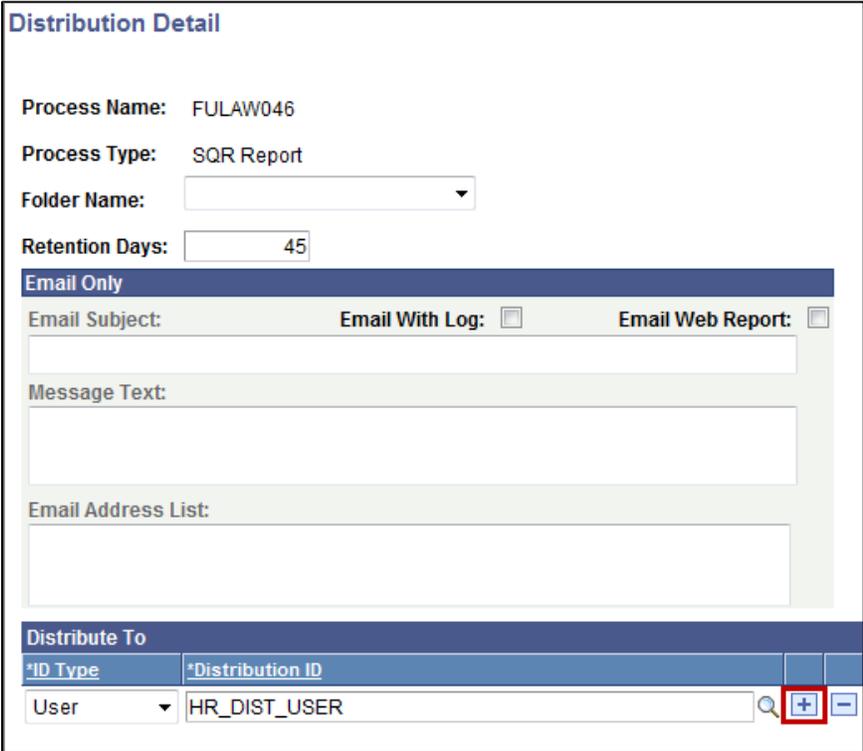
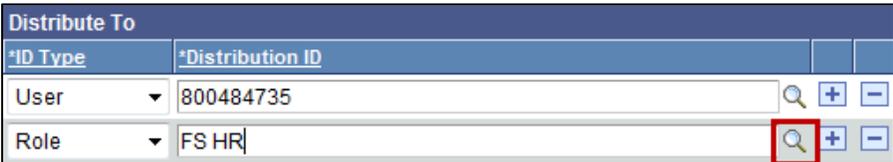
The **Salary/Status Changes/Employee History Report** allows departments to view salary and salary changes for every position within their department. Access to this report and specific CMS departments is defined by the user's security access.

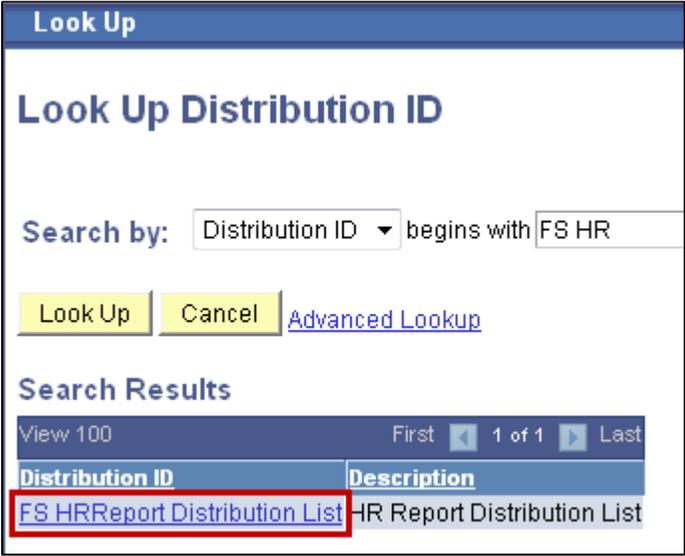
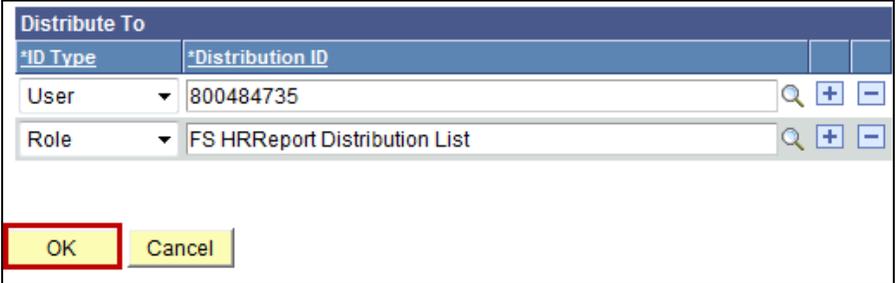
Frequency: Ad hoc

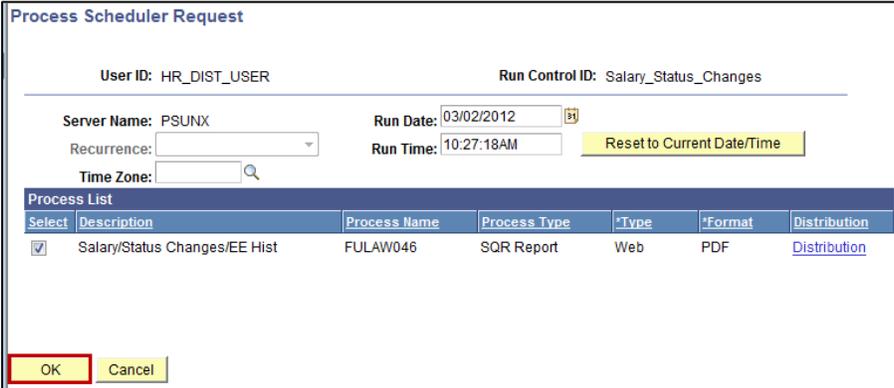
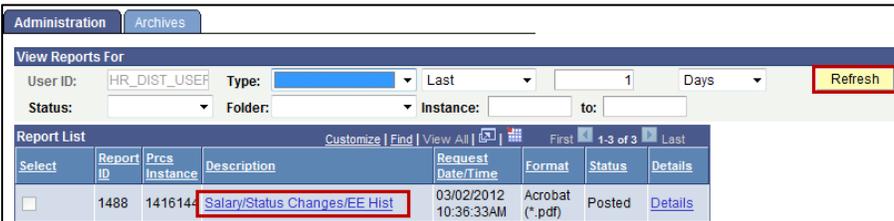
Processing Steps	Screen Shots
<p>Step 1: Navigate to the correct page: Menu > CSUF HR > HR Reports > Salary/Status Changes/EE Hist.</p> <p> You may navigate to the appropriate link using the menu list on the left or the navigation menu at the top of the screen.</p>	
<p>Step 2: Run Control ID identifies specific run control settings for a specific report or process. A Run Control ID must exist in order to run a CMS report or process.</p> <p>Click Search to see what run controls you have available to you.</p> <p> If this is your first time running the report, click Add a New Value and continue to Step 2a.</p>	

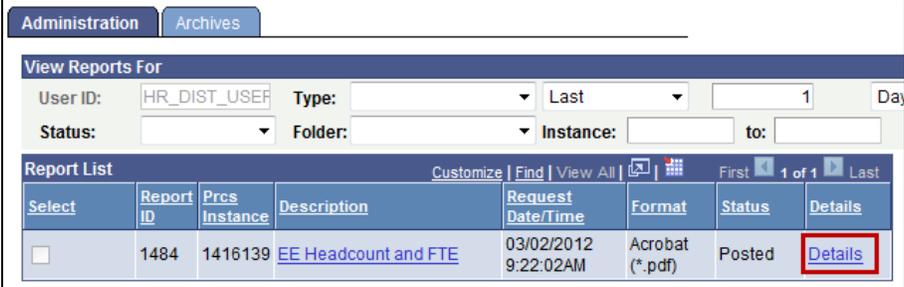
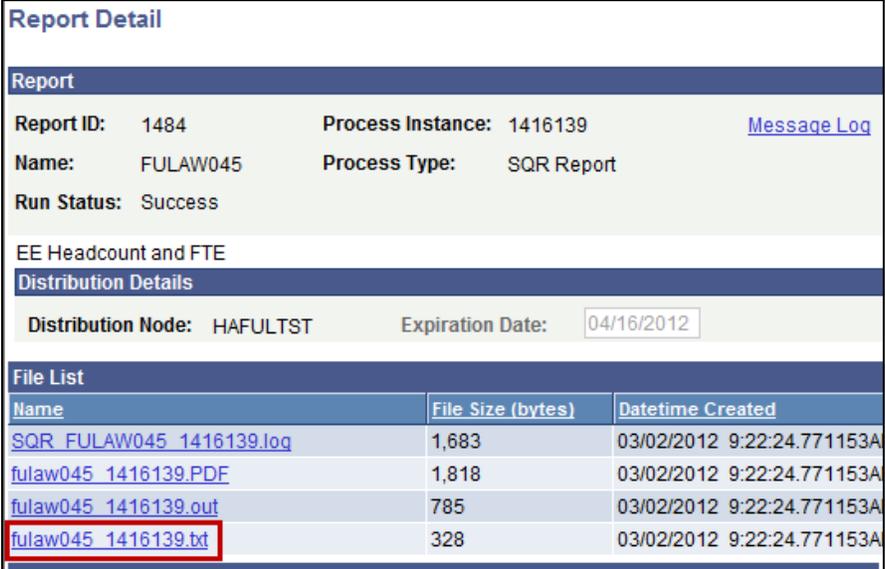
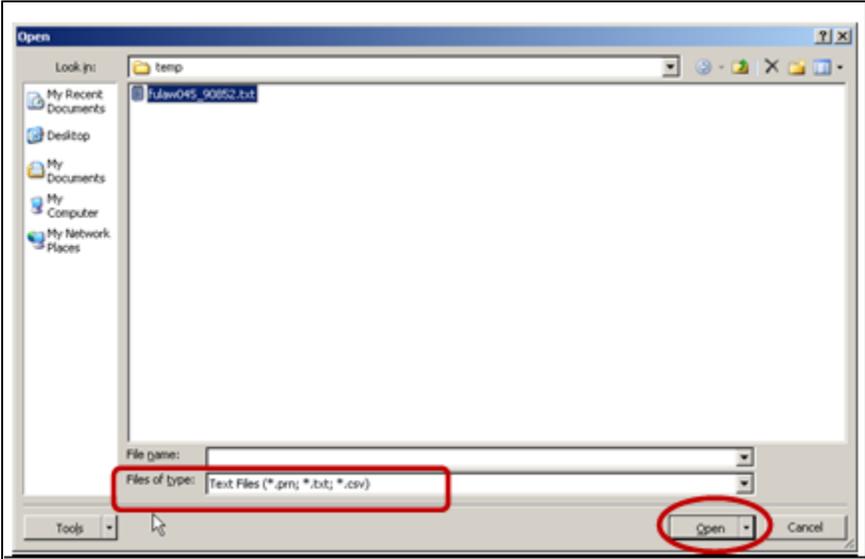
Processing Steps	Screen Shots
<p>Step 2a: Add a Run Control ID You can name your Run Control ID any name. You cannot use spaces; use underscore (_) instead.</p> <p>Click Add.</p>	
<p>Step 3: The Business Unit automatically defaults to "FLCMP", you do not need to change this value.</p> <p>Next, select the employment status:</p> <ul style="list-style-type: none"> • Active: will only retrieve results for active employees • Inactive: will only retrieve results for inactive employees • Both: will retrieve results for both active and inactive employees <p>Next, select one of the following:</p> <ul style="list-style-type: none"> • Division • College/Unit • Department • EmplId (CWID) <p>You may also use the magnifying glass icon () to look up the appropriate values.</p> <p> If you do not have access to run this report at the Division or College level, enter your Department ID number instead. You cannot view departments or employees you do not have access to.</p>	

Processing Steps	Screen Shots
<p>Step 3a: Optional Parameters By default the report will only show the last action for each employee. To expand the range of your search, place a check mark in the box (<input type="checkbox"/>) next to Include Historical Data and enter a date range.</p> <p>To generate a spreadsheet click the box (<input type="checkbox"/>) next to Generate Spreadsheet.</p> <p>You may also narrow your report results by choosing any combination of the following parameters:</p> <ul style="list-style-type: none"> • Union Code • Job Code • Action 	 <p>The screenshot shows two main sections: 'Historical Data' and 'Optional Parameters'. In the 'Historical Data' section, there is a checkbox for 'Include Historical Data', and two input fields for 'From Date' and 'To Date'. In the 'Optional Parameters' section, there is a checkbox for 'Generate Spreadsheet', and three input fields for 'Union Code', 'Job Code', and 'Action', each with a search icon. A 'Clear Optional Parameters' button is located at the bottom of this section.</p>
<p>Step 4: Once a division, college, department or employee has been selected, click Run.</p>	 <p>The screenshot shows the 'Run Control ID: Salary_Status_Changes' at the top. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red box. Below this is the 'Report Parameter(s)' section, which includes a dropdown for '*Business Unit' (set to 'FLCMP'), radio buttons for 'Employment Status' (Active, Inactive, Both), and input fields for 'Division', 'College/Unit', 'Department' (set to '10356 IT-Training'), and 'Empl ID'. There are also checkboxes for 'Include Historical Data' and 'Generate Spreadsheet', and search fields for 'Union Code', 'Job Code' (set to '1870'), and 'Action'. A 'Clear Optional Parameters' button is at the bottom right.</p>
<p>Step 5: The Process Scheduler page appears.</p> <p>If this is the first time you are running this report, click on Distribution.</p> <p>If not, proceed to step 6.</p>	 <p>The screenshot shows the 'Process Scheduler Request' page. It includes fields for 'User ID: HR_DIST_USER' and 'Run Control ID: Salary_Status_Changes'. There are input fields for 'Server Name: PSUNX', 'Run Date: 03/02/2012', 'Recurrence', 'Run Time: 10:27:18AM', and 'Time Zone'. A 'Reset to Current Date/Time' button is present. Below these fields is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table contains one row: <input checked="" type="checkbox"/> Salary/Status Changes/EE Hist, FULAW046, SQR Report, Web, PDF, and a 'Distribution' button highlighted with a red box.</p>

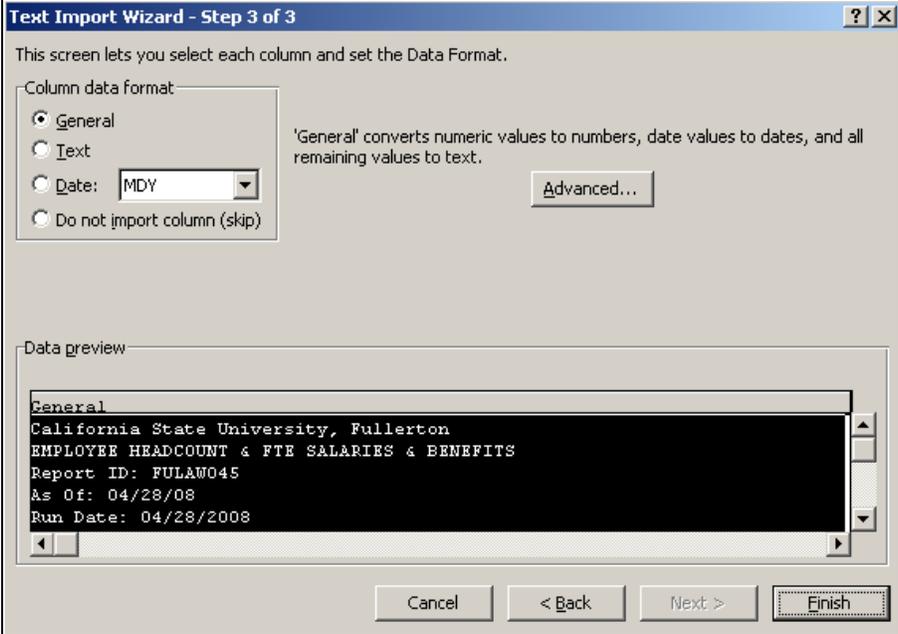
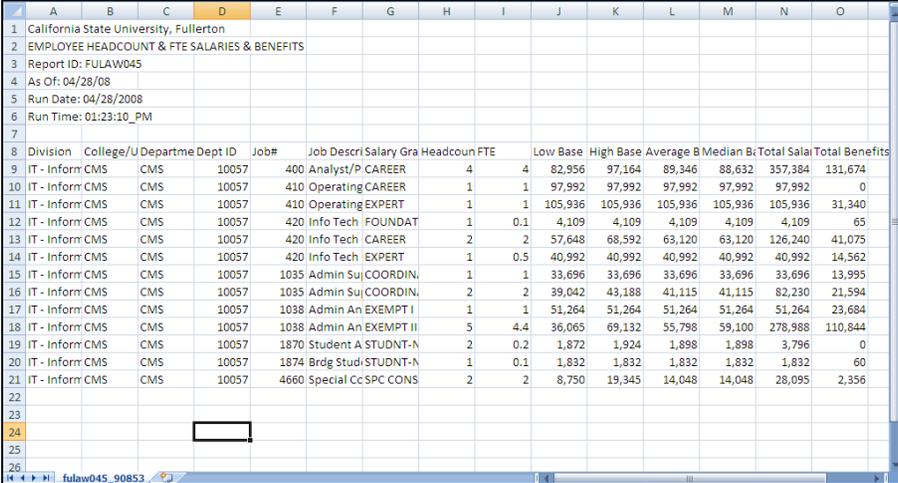
Processing Steps	Screen Shots
<p>Step 5a: The Distribution Detail page appears.</p> <p>Click on the plus icon () to add a new row.</p>	
<p>Step 5b: In the new row, complete the following fields:</p> <ul style="list-style-type: none"> • ID Type: Role • Distribution ID: FS HR <p>Then click the look up icon ().</p>	

Processing Steps	Screen Shots
<p>Step 5c: The Distribution ID look up page appears. Click on the FS HRReport Distribution List link.</p>	 <p>The screenshot shows a web interface titled "Look Up Distribution ID". Under "Search by:", there is a dropdown menu set to "Distribution ID" and a text input field containing "FS HR". Below the search bar are buttons for "Look Up", "Cancel", and a link for "Advanced Lookup". The "Search Results" section shows "View 100" and "First 1 of 1 Last". A table with two columns, "Distribution ID" and "Description", contains one row: "FS HRReport Distribution List" and "HR Report Distribution List". The "FS HRReport Distribution List" link is highlighted with a red box.</p>
<p>Step 5d: Verify the Distribution Detail page for accuracy. Once complete, click OK.</p>	 <p>The screenshot shows a "Distribute To" dialog box. It has two rows of fields: "User" with a dropdown arrow and the value "800484735", and "Role" with a dropdown arrow and the value "FS HRReport Distribution List". Each field has a search icon and plus/minus buttons. At the bottom, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box.</p>

Processing Steps	Screen Shots
<p>Step 6: Click OK to run the report.</p>	
<p>Step 7: The Salary/Status Changes/Employee History process page displays with a Process Instance number.</p> <p>This is a confirmation number for your reference.</p> <p>Click Report Manager to retrieve your report.</p>	
<p>Step 8: If the report name does not appear in a hyperlink (i.e. Salary/Status Changes/EE Hist) the process has not finished running.</p> <p>Click Refresh to update the status of the process. You may have to click this button several times before the process is Posted.</p> <p>When the status "Posted" appears next to the process you initiated, you can click the Report name to access the report.</p> <p>The report will open in a new window as a PDF document.</p> <p> Follow the steps below to access the report in Microsoft Excel format or skip to page 10.</p>	

Processing Steps	Screen Shots																
<p><u>Opening the Salary/Status/Changes Report in Microsoft Excel</u></p> <p>Step 1: A text file of this report is also available by clicking Details.</p>	 <p>The screenshot shows the 'Administration Archives' interface. Under 'View Reports For', the 'User ID' is 'HR_DIST_USER' and the 'Type' is 'Last'. The 'Report List' table contains the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1484</td> <td>1416139</td> <td>EE Headcount and FTE</td> <td>03/02/2012 9:22:02AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	1484	1416139	EE Headcount and FTE	03/02/2012 9:22:02AM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	1484	1416139	EE Headcount and FTE	03/02/2012 9:22:02AM	Acrobat (*.pdf)	Posted	Details										
<p>Step 2: Right-click on the file with “.txt” extension.</p> <p>Save it on your local drive.</p>	 <p>The screenshot shows the 'Report Detail' page for 'EE Headcount and FTE'. It includes the following information:</p> <ul style="list-style-type: none"> Report ID: 1484 Process Instance: 1416139 Name: FULAW045 Process Type: SQR Report Run Status: Success Distribution Node: HAFULTST Expiration Date: 04/16/2012 <p>The 'File List' table contains the following data:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_FULAW045_1416139.log</td> <td>1,683</td> <td>03/02/2012 9:22:24.771153A</td> </tr> <tr> <td>fulaw045_1416139.PDF</td> <td>1,818</td> <td>03/02/2012 9:22:24.771153A</td> </tr> <tr> <td>fulaw045_1416139.out</td> <td>785</td> <td>03/02/2012 9:22:24.771153A</td> </tr> <tr> <td>fulaw045_1416139.txt</td> <td>328</td> <td>03/02/2012 9:22:24.771153A</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_FULAW045_1416139.log	1,683	03/02/2012 9:22:24.771153A	fulaw045_1416139.PDF	1,818	03/02/2012 9:22:24.771153A	fulaw045_1416139.out	785	03/02/2012 9:22:24.771153A	fulaw045_1416139.txt	328	03/02/2012 9:22:24.771153A	
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fulaw045_1416139.txt	328	03/02/2012 9:22:24.771153A															
<p>Step 3: Open the .txt file in Microsoft Excel. Remember to change “Files of type” to Text Files.</p> <p>Select the report. Click Open.</p>	 <p>The screenshot shows a Windows 'Open' dialog box. The 'Look in:' field is set to 'temp'. The file list contains 'fulaw045_90852.txt'. The 'File name:' field is empty. The 'Files of type:' dropdown is set to 'Text Files (*.prn; *.txt; *.csv)'. The 'Open' button is circled in red.</p>																

Processing Steps	Screen Shots
<p>Step 3: Click Next for step 1 through Text Import Wizard.</p>	
<p>Step 4: Click Next for step 2 through Text Import Wizard.</p>	

Processing Steps	Screen Shots																																																																																																																																																																																																																		
<p>Step 5: Click Finish for step 3 through Text Import Wizard.</p>																																																																																																																																																																																																																			
<p>Step 6: The Salary/Status/Changes Report opens in MS Excel.</p> <p>It includes details for each department, college/unit or division requested.</p> <p> The text report does not include totals or sub-totals. Use Microsoft Excel functionality to calculate columns.</p>	 <table border="1"> <thead> <tr> <th>Division</th> <th>College/Unit</th> <th>Department</th> <th>Dept ID</th> <th>Job#</th> <th>Job Description</th> <th>Salary Grade</th> <th>Headcount</th> <th>FTE</th> <th>Low Base</th> <th>High Base</th> <th>Average Base</th> <th>Median Base</th> <th>Total Salary</th> <th>Total Benefits</th> </tr> </thead> <tbody> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>400</td> <td>Analyst/P CAREER</td> <td></td> <td>4</td> <td>4</td> <td>82,956</td> <td>97,164</td> <td>89,346</td> <td>88,632</td> <td>357,384</td> <td>131,674</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>410</td> <td>Operating CAREER</td> <td></td> <td>1</td> <td>1</td> <td>97,992</td> <td>97,992</td> <td>97,992</td> <td>97,992</td> <td>97,992</td> <td>0</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>410</td> <td>Operating EXPERT</td> <td></td> <td>1</td> <td>1</td> <td>105,936</td> <td>105,936</td> <td>105,936</td> <td>105,936</td> <td>105,936</td> <td>31,340</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>420</td> <td>Info Tech FOUNDAT</td> <td></td> <td>1</td> <td>0.1</td> <td>4,109</td> <td>4,109</td> <td>4,109</td> <td>4,109</td> <td>4,109</td> <td>65</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>420</td> <td>Info Tech CAREER</td> <td></td> <td>2</td> <td>2</td> <td>57,648</td> <td>68,592</td> <td>63,120</td> <td>63,120</td> <td>126,240</td> <td>41,075</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>420</td> <td>Info Tech EXPERT</td> <td></td> <td>1</td> <td>0.5</td> <td>40,992</td> <td>40,992</td> <td>40,992</td> <td>40,992</td> <td>40,992</td> <td>14,562</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>1035</td> <td>Admin Suj COORDIN</td> <td></td> <td>1</td> <td>1</td> <td>33,696</td> <td>33,696</td> <td>33,696</td> <td>33,696</td> <td>33,696</td> <td>13,995</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>1035</td> <td>Admin Suj COORDIN</td> <td></td> <td>2</td> <td>2</td> <td>39,042</td> <td>43,188</td> <td>41,115</td> <td>41,115</td> <td>82,230</td> <td>21,594</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>1038</td> <td>Admin An EXEMPT I</td> <td></td> <td>1</td> <td>1</td> <td>51,264</td> <td>51,264</td> <td>51,264</td> <td>51,264</td> <td>51,264</td> <td>23,684</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>1038</td> <td>Admin An EXEMPT II</td> <td></td> <td>5</td> <td>4.4</td> <td>36,065</td> <td>69,132</td> <td>55,798</td> <td>59,100</td> <td>278,988</td> <td>110,844</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>1870</td> <td>Student A STUDNT-N</td> <td></td> <td>2</td> <td>0.2</td> <td>1,872</td> <td>1,924</td> <td>1,898</td> <td>1,898</td> <td>3,796</td> <td>0</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>1874</td> <td>Brdg Stud/STUDNT-N</td> <td></td> <td>1</td> <td>0.1</td> <td>1,832</td> <td>1,832</td> <td>1,832</td> <td>1,832</td> <td>1,832</td> <td>60</td> </tr> <tr> <td>IT - Inform</td> <td>CMS</td> <td>CMS</td> <td>10057</td> <td>4660</td> <td>Special Cc SPC CONS</td> <td></td> <td>2</td> <td>2</td> <td>8,750</td> <td>19,345</td> <td>14,048</td> <td>14,048</td> <td>28,095</td> <td>2,356</td> </tr> </tbody> </table>	Division	College/Unit	Department	Dept ID	Job#	Job Description	Salary Grade	Headcount	FTE	Low Base	High Base	Average Base	Median Base	Total Salary	Total Benefits	IT - Inform	CMS	CMS	10057	400	Analyst/P CAREER		4	4	82,956	97,164	89,346	88,632	357,384	131,674	IT - Inform	CMS	CMS	10057	410	Operating CAREER		1	1	97,992	97,992	97,992	97,992	97,992	0	IT - Inform	CMS	CMS	10057	410	Operating EXPERT		1	1	105,936	105,936	105,936	105,936	105,936	31,340	IT - Inform	CMS	CMS	10057	420	Info Tech FOUNDAT		1	0.1	4,109	4,109	4,109	4,109	4,109	65	IT - Inform	CMS	CMS	10057	420	Info Tech CAREER		2	2	57,648	68,592	63,120	63,120	126,240	41,075	IT - Inform	CMS	CMS	10057	420	Info Tech EXPERT		1	0.5	40,992	40,992	40,992	40,992	40,992	14,562	IT - Inform	CMS	CMS	10057	1035	Admin Suj COORDIN		1	1	33,696	33,696	33,696	33,696	33,696	13,995	IT - Inform	CMS	CMS	10057	1035	Admin Suj COORDIN		2	2	39,042	43,188	41,115	41,115	82,230	21,594	IT - Inform	CMS	CMS	10057	1038	Admin An EXEMPT I		1	1	51,264	51,264	51,264	51,264	51,264	23,684	IT - Inform	CMS	CMS	10057	1038	Admin An EXEMPT II		5	4.4	36,065	69,132	55,798	59,100	278,988	110,844	IT - Inform	CMS	CMS	10057	1870	Student A STUDNT-N		2	0.2	1,872	1,924	1,898	1,898	3,796	0	IT - Inform	CMS	CMS	10057	1874	Brdg Stud/STUDNT-N		1	0.1	1,832	1,832	1,832	1,832	1,832	60	IT - Inform	CMS	CMS	10057	4660	Special Cc SPC CONS		2	2	8,750	19,345	14,048	14,048	28,095	2,356
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IT - Inform	CMS	CMS	10057	1038	Admin An EXEMPT II		5	4.4	36,065	69,132	55,798	59,100	278,988	110,844																																																																																																																																																																																																					
IT - Inform	CMS	CMS	10057	1870	Student A STUDNT-N		2	0.2	1,872	1,924	1,898	1,898	3,796	0																																																																																																																																																																																																					
IT - Inform	CMS	CMS	10057	1874	Brdg Stud/STUDNT-N		1	0.1	1,832	1,832	1,832	1,832	1,832	60																																																																																																																																																																																																					
IT - Inform	CMS	CMS	10057	4660	Special Cc SPC CONS		2	2	8,750	19,345	14,048	14,048	28,095	2,356																																																																																																																																																																																																					

Report ID: FULAN046
 Division: IT - Information Technology
 College/Unit: CMS
 Department: 10057-CMS

California State University, Fullerton
 Salary / Status Changes / Employee History (with Bargaining Unit)
 As Of: 04/29/08

Page 1 of 1
 Run Date: 04/29/08
 Run Time: 02:19:11_PM

Last Name	First Name	CWID	Barg Unit	Job Code	Title	Empl Class	FTE	Range/Grade	CSUF Hire Dc	Change Eff Dc	ACT/RSN	Hourly Salary	Monthly Salary	Monthly Salary	Base Rate	Annual Salary	Annual Change	Combo Code	
Apple	Malory	892254350	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	0.50	EXPERT	10/04/04	12/10/07	REH/REH	39.42	0.00	3,416	0	6,832	40,992	0	10057-0- - -601300
Beaverman	Gina	801433822	RO9	2	0420 Info Tech Consultant 12 Mo	Intermit	1.00	CAREER	02/08/06	05/14/07	REH/REH	31.08	0.00	5,387	0	5,387	64,444	0	10057-0- - -601300
Beaverman	Gina	801433822	RO9	2	0420 Info Tech Consultant 12 Mo	Intermit	1.00	CAREER	02/08/06	07/01/07	DTA/REO	31.08	0.00	5,387	0	5,387	64,444	0	10057-0- - -601300
Beaverman	Gina	801433822	RO9	2	0420 Info Tech Consultant 12 Mo	Intermit	1.00	CAREER	02/08/06	07/01/07	PAY/SEI	32.15	1.07	5,573	166	5,573	66,576	2,232	10057-0- - -601300
Beaverman	Gina	801433822	RO9	2	0420 Info Tech Consultant 12 Mo	Temp	1.00	CAREER	02/08/06	11/09/07	DTA/AFT	32.98	0.83	5,716	143	5,716	68,592	1,716	10057-0- - -601300
Copper	Greg	800991192	RO9	0	0420 Info Tech Consultant 12 Mo	Intermit	0.10	FOUNDATION	01/17/08	01/17/08	HIR/AFT	19.75	0.00	342	0	3,424	4,109	0	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	02/07/05	LCA/CNV	26.08	0.00	4,521	0	4,521	54,252	0	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	02/07/05	RFL/LCA	26.08	0.00	4,521	0	4,521	54,252	0	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	07/01/05	PAY/SEI	28.83	0.54	4,615	94	4,615	55,180	1,128	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	12/01/05	PAY/SEI	28.82	1.89	4,943	328	4,943	59,316	3,936	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	06/01/06	PAY/IRP	29.94	1.43	5,190	247	5,190	62,280	2,964	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	07/01/06	POS/REO	29.94	0.00	5,190	0	5,190	62,280	0	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	08/02/06	XPR/VOL	29.94	0.00	5,190	0	5,190	62,280	0	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	08/02/06	PAY/SEI	30.94	1.00	5,363	173	5,363	64,356	2,076	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	12/01/06	PAY/SEI	31.25	0.31	5,417	54	5,417	65,004	648	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	12/01/06	PAY/SEI	31.56	0.31	5,471	54	5,471	65,652	648	10057-0- - -601300
Gravy	Ted	899853576	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	11/30/99	07/01/07	DTA/REO	31.56	0.00	5,471	0	5,471	65,652	0	10057-0- - -601300
Hooper	Mark	892251901	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	09/07/04	07/01/07	PAY/SEI	25.64	0.00	4,445	0	4,445	53,340	0	10057-0- - -601300
Hooper	Mark	892251901	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	09/07/04	06/31/07	PAY/SEI	25.90	0.25	4,459	44	4,459	53,988	528	10057-0- - -601300
Hooper	Mark	892251901	RO9	0	0420 Info Tech Consultant 12 Mo	Regular	1.00	CAREER	09/07/04	10/31/07	PAY/IRP	27.72	1.82	4,804	315	4,804	57,648	3,780	10057-0- - -601300

The following table lists CMS field names and their definitions used for the Salary/Status Changes/EE History Report:

Field	Definition
Employee Name	Displays the employee's name as Last Name, First Name.
CWID	This is the Campus Wide ID number for the employee. It is a randomly generated number assigned by the system.
Bargaining Unit	For represented employees, this field identifies the union and MOU under which the employee has been appointed. For non-represented employees, is used to distinguish between executive, management, excluded, or confidential appointments.
RCD	This field contains the employment record number. Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.
Job Code	Identifies the job classification of the employee (0420, 1032, 1038, 3300, etc).
Title	The description of the job code.
Empl Class	Identifies the type of appointment for the employee (i.e. Regular, FERP, Intermittent, etc.)
FTE (Full Time Equivalent)	Calculated percentage of standard hours worked per work period based on the job code definition of standard house per work period. Note: Job Codes 1868, 1870, 1871, 1872, 1874, 1875 do not reflect the actual FTE for each student assistant.
Range/Grade	Identifies the grade/range of the employee's classification when the job code has more than one grade/range.
CSUF Hire Date	Identifies the employee's hire date at California State University, Fullerton.
Change Eff Date	Identifies the date the action/reason is effective.
Action Reason	Reasons associated with the action for an employee change. Refer to description of actions/reasons in Appendix A.
Hourly Salary	Identifies the employee's hourly rate of pay.
Hourly Change	Identifies the difference between the previous hourly rate and the current hourly rate for an employee.
Monthly Salary	Identifies the employee's monthly rate of pay.
Monthly Change	Identifies the difference between the previous monthly salary and the current monthly salary for an employee.
Base Rate	Represents the full time equivalent compensation.
Annual Salary	Identifies the employee's annual salary amount (monthly x 12).
Annual Change	Identifies the difference between the previous annual salary and the current annual salary for an employee.
Combo Code	Represent the chartfields (department, fund, class, project, program and account) the employee's salary is funded from. It replaces the SCO position number which used to identify funding.

APPENDIX A

Action	Reason	Descr
ADD	CON	Consultant
ADD	SEA	Seasonal Activity
COM	EOA	End of Assignment
DEM	DIS	Disciplinary Action
DEM	LIU	In Lieu of Layoff - EE Request
DEM	VOL	Voluntary
DTA	ANN	Extend Anniversary Date
DTA	APR	Temp to Prob/Perm Appt
DTA	APT	New Temp Appointment
DTA	CNR	Contract Revision
DTA	CNV	Conversion
DTA	COR	Correction
DTA	DNS	SSI Denial
DTA	EDU	Education/Degree Update
DTA	EHR	Employment History Remarks 215
DTA	EPD	Probation Adjustment
DTA	ETH	Ethnic Origin
DTA	EXC	Extend NDI with Cat Leave
DTA	EXN	Extend NDI no Cat Leave
DTA	EXT	Extend Appointment
DTA	LIC	License/Certification Update
DTA	LOA	Extend/Change Leave of Absence
DTA	MOU	Memorandum of Understanding
DTA	NCS	Change Non-Citizen Status
DTA	PAY	Immediate Pay
DTA	PLF	Ext Partial Lv - Professional
DTA	PLM	Ext Partial Lv -Family Medical
DTA	PLP	Ext Partial Lv - Personal
DTA	PRD	On IDL/EIDL/TD-Part Ret to Wrk
DTA	PRM	Temp Assignment to Perm Assign
DTA	PRN	On NDI-Partial Return to Work
DTA	RCC	Retirement Code Change
DTA	REO	Reorganization

Action	Reason	Descr
DTA	RTD	Mand Reinstmt from Tmp Demo
DTA	SSN	SSN Change
DTA	STY	Serving Terminal Year
DTA	TTP	Temp to Perm (per MOU)
DTA	VET	Disability Veteran Status
DTA	VOD	Void
HIR	APT	Appointment
HIR	CON	Concurrent Job
HIR	PRI	Appt Prior Employee
JED	FSC	Fund Source Change
JRC	ICP	In-Class Progression
JRC	JCC	Job Code Change
LOA	FML	FMLA
LOA	INV	Involuntary LOA - ER Initiated
LOA	LGA	Loan to Another Gov Agency
LOA	LIU	In Lieu of Layoff
LOA	MED	Medical
LOA	MIL	Military Service
LOA	PAR	Parental Leave
LOA	PER	Personal
LOA	PRO	Professional
LOA	REL	Union Release
PAY	CCV	Classification Conversion
PAY	EPI	Extended Performance Increase
PAY	EQU	Equity Adjustment
PAY	FRE	Temp. Faculty Range Elevation
PAY	GS2	General Salary Increase 2
PAY	GSI	General Salary Increase
PAY	IRP	In Range Progression
PAY	MAN	Mandatory Increase (by order)
PAY	MER	Perform (all bargaining units)
PAY	MHR	Multiple Hourly Rate
PAY	MKT	Market Adjustment

Action	Reason	Descr
PAY	MOU	Memorandum of Understanding
PAY	PRT	PreRetirement Timebase Reduce
PAY	RED	Red Circle [5 years] Decrease
PAY	SPC	Student Pay Rate Change
PAY	SSI	Service Salary Increase
PAY	SWF	In Range Progression-SW Funded
PAY	TBC	Time Base Change
PLA	DFA	Difference in Pay - AY
PLA	DFM	Difference in Pay - 12 Mo/Less
PLA	DFQ	Diff in Pay - 2 Qtrs
PLA	DFS	Diff in Pay - 1 Qtr/Sem
PLA	FML	FMLA/CFRA
PLA	LWP	Leave with Pay
PLA	MIL	Military Service
PLA	PLF	Partial Leave - Professional
PLA	PLM	Partial Leave - Family Medical
PLA	PLP	Partial Leave - Personal
PLA	PRO	Professional
PLA	REL	Union Release
PLA	RES	Fac Research/Creative Activity
PLA	SBA	Sabbatical - AY - 1/2 Pay
PLA	SBS	Sabbatical - 1 Qtr/Sem - Full
POS	CCV	Classification Conversion
POS	ETR	End Temp Job Reclassification
POS	ICP	In-Class Progress/Range Elev
POS	INA	Position Inactivated
POS	JRC	Job Reclassification
POS	NEW	New Position
POS	REA	Position Reactivated
POS	REO	Reorganization
POS	TJR	Temporary Job Reclassification
POS	TTL	Title Change
POS	UPD	Position Data Update

Action	Reason	Descr
PRC	PRM	Prob to Perm/Tenure
PRO	PRO	Promotion
REC	SUS	Recall from Suspension
REH	MAN	Mandatory Reinstatement
REH	RDR	Rehire from Disability Rtrmt
REH	REH	Rehire
REH	REL	Reemployment from Layoff
RET	DLL	Disability - In Lieu of Layoff
RET	DRT	Disability
RET	SLL	Service - In Lieu of Layoff
RET	SRT	Service
RFD	BEX	Return from NDI - Benefits Exp
RFD	IDO	Ret from IDL - Off Pay Stat
RFD	ONP	Ret from IDL/TD - On Pay Stat
RFD	RFT	Ret from NDI - Full Return
RFD	RLC	Ret from NDI - F/T Lower Class
RFD	RPL	Ret from NDI - P/T Lower Class
RFD	RPT	Ret from NDI - Part Time
RFD	TDO	Ret from TD - Off Pay Stat
RFL	LOA	Return from Unpaid LOA
RFL	PDL	Return from Paid LOA
RWB	FRP	FERP
RWB	PDS	Pending Approval
RWB	SWB	Return from Short Work Break
RWB	TOW	Return Off Work Temp
STD	IDE	IDL Enhanced
STD	IDL	IDL
STD	IDS	IDL w/Supplement
STD	ND1	NDI Pd-Vac usd or AY Settle
STD	ND2	New NDI Pd-Vac usd or AY Settl
STD	ND3	NDI, Catastrophic Leave
STD	ND4	New NDI Period, Cat Leave
STD	ND5	NDI Pd-No Vac usd or AY Settle

Action	Reason	Descr
STD	ND6	New NDI Pd-No Vac or AY Settle
STD	TDS	Temporary Disability
STD	TSU	Temp Disability w/Supplement
SUS	SUS	Suspension
SWB	FRP	FERP
SWB	OPS	Off Pay Status
SWB	PDS	Pending NDI/IDL/TD/Disb Ret
SWB	PLA	Pending Legal Action
SWB	TOW	Temp Faculty Off Work
TER	AIL	Sep by Agency in Lieu/Layoff
TER	AWL	Auto Resignation/AWOL
TER	CNL	Cancelled Appointment
TER	DEA	Death
TER	DIS	Dismissal
TER	END	End Temporary Appointment
TER	ERR	Error
TER	FNR	Faculty - Contract Not Renewed
TER	LIU	In Lieu of Layoff
TER	LLF	Layoff
TER	LVE	Failure to Return from Leave
TER	MED	Medical
TER	REJ	Rejctd During Prob/NonRetentn
TER	RSA	Resign - Professional Advncmnt
TER	RSD	Resignation - Dissatisfied
TER	RSJ	Resignation - Better Job
TER	RSN	Resignation
TER	RSO	Resign - Dissatisf w/Promo Opp
TER	RSP	Resignation - Personal Reasons
TER	RSY	Resignation - Better Pay
TER	SBA	Separation by Agency
TER	TIL	End Temp Appnt in Lieu/Layoff
XFR	INV	Involuntary Reassignment
XFR	LIU	In Lieu of Layoff

Action	Reason	Descr
XFR	MED	Medical Reasons
XFR	PPO	Pay Plan Chg w/o Fin Settlemnt
XFR	PPW	Pay Plan Chg w/ Fin Settlemnt
XFR	RPR	Reinstatement - Prob Rejected
XFR	RTA	Reinstatement - Temp Assign
XFR	RWV	In Lieu - Recall Rights Waived
XFR	VOL	Voluntary Reassignment