






























To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

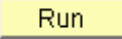

























The **Salary/Status Changes/Employee History Report** allows departments to view salary and salary changes for every position within their department. Access to this report and specific CMS departments is defined by the user's security access.

Frequency: Ad hoc








































<p>Step 1: Navigate to the correct page:</p> <p>Menu > CSUF HR > HR Reports > Salary/Status Changes/EE Hist</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p>The Salary/Status Changes/EE History Page is displayed.</p> <p>Step 2:</p> <p>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>	<p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p>
<p>Step 2A:</p> <p>Add a Run Control ID</p> <p>You can name your Run Control ID any name. You cannot use spaces; use underscore (_) instead.</p> <p>Click Add.</p>	<p>Salary/Status Changes/EE Hist</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text" value="Salary_Status_Changes"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>

<p>Step 3:</p> <p>The Salary/Status Changes/Employee History page is displayed.</p> <p>The Business Unit automatically defaults to “FLCMP”, you do not need to change this value.</p> <p>If necessary, enter an “As of Date”:</p> <ul style="list-style-type: none"> - As of Date: the date in this field runs information up through the date you specify. It defaults to the last run date or if this is the first time running the report it is set to the current system date. <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  icon to look up the appropriate values.</p>	<p>Run Control ID: Salary_Status_Changes Report Manager Process Monitor <input type="button" value="Run"/></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Report Parameter(s)</p> <p>'Business Unit: <input type="text" value="FLCMP"/> </p> <p>As Of Date: <input type="text" value="06/30/2008"/> <input type="button" value="By"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Choose One Rollup Level or Department</th> <th style="width: 40%;">Optional Parameters</th> </tr> </thead> <tbody> <tr> <td> Division Code <input type="text"/>  College Code <input type="text"/>  Department <input type="text"/>  EmplID <input type="text"/>  </td> <td> <input type="checkbox"/> Generate Spreadsheet Union Code <input type="text"/>  Job Code <input type="text"/>  Action <input type="text"/>  <input type="button" value="Clear Optional Parameters"/> </td> </tr> </tbody> </table> <p> <i>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.</i></p>	Choose One Rollup Level or Department	Optional Parameters	Division Code <input type="text"/>  College Code <input type="text"/>  Department <input type="text"/>  EmplID <input type="text"/> 	<input type="checkbox"/> Generate Spreadsheet Union Code <input type="text"/>  Job Code <input type="text"/>  Action <input type="text"/>  <input type="button" value="Clear Optional Parameters"/>
Choose One Rollup Level or Department	Optional Parameters				
Division Code <input type="text"/>  College Code <input type="text"/>  Department <input type="text"/>  EmplID <input type="text"/> 	<input type="checkbox"/> Generate Spreadsheet Union Code <input type="text"/>  Job Code <input type="text"/>  Action <input type="text"/>  <input type="button" value="Clear Optional Parameters"/>				
<p>Step 3a: Optional Parameters</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 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Optional Parameters</p> <p><input type="checkbox"/> Generate Spreadsheet</p> <p>Union Code <input type="text"/> </p> <p>Job Code <input type="text"/> </p> <p>Action <input type="text"/> </p> <input type="button" value="Clear Optional Parameters"/> </div>				



<p>Step 4:</p> <p>Once a division, college, department or employee has been selected, click  .</p>	<p>Run Control ID: Salary_Status_Changes Report Manager Process Monitor </p> <p>Report Parameter(s)</p> <p>'Business Unit: FLCMP <input type="text"/></p> <p>As Of Date: 06/30/2008 <input type="text"/></p> <p>Choose One Rollup Level or Department</p> <p>Division Code: <input type="text"/></p> <p>College Code: <input type="text"/></p> <p>Department: 10057 <input type="text"/> CMS</p> <p>EmplID: <input type="text"/></p> <p>Optional Parameters</p> <p><input type="checkbox"/> Generate Spreadsheet</p> <p>Union Code: <input type="text"/></p> <p>Job Code: 1870 <input type="text"/></p> <p>Action: <input type="text"/></p> <p><input type="button" value="Clear Optional Parameters"/></p>														
<p>Step 5:</p> <p>The Process Scheduler page appears.</p> <p>Complete the following fields: Server Name=PSUNX Type = Web Format = PDF</p> <p>Leave all other fields as is.</p>	<p>Process Scheduler Request</p> <p>User ID: LLEDYARD Run Control ID: Salary_Status_Changes</p> <p>Server Name:  Run Date: 06/30/2008 <input type="text"/></p> <p>Recurrence: <input type="text"/> Run Time: 2:22:59PM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Salary/Status Changes/EE Hist</td> <td>FULAW046</td> <td>SQR Report</td> <td></td> <td></td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Salary/Status Changes/EE Hist	FULAW046	SQR Report			Distribution
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<input checked="" type="checkbox"/>	Salary/Status Changes/EE Hist	FULAW046	SQR Report			Distribution									
<p>Step 6:</p> <p>For troubleshooting purposes, you must specify the "Distribution" information.</p> <p>Click on the Distribution link.</p> <p><i>Note: This step must be completed only once per report.</i></p>	<p>Process Scheduler Request</p> <p>User ID: LLEDYARD Run Control ID: Salary_Status_Changes</p> <p>Server Name:  Run Date: 06/30/2008 <input type="text"/></p> <p>Recurrence: <input type="text"/> Run Time: 2:22:59PM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Salary/Status Changes/EE Hist</td> <td>FULAW046</td> <td>SQR Report</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Salary/Status Changes/EE Hist	FULAW046	SQR Report			
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<input checked="" type="checkbox"/>	Salary/Status Changes/EE Hist	FULAW046	SQR Report												
<p>Step 7:</p> <p>The Distribution Detail page appears.</p> <p>Click on the  button to add a new row.</p>	<p>Distribution Detail</p> <p>Process Name: FULLCD01</p> <p>Process Type: SQR Report</p> <p>Folder Name: <input type="text"/></p> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td></td> <td>892248626 </td> </tr> </tbody> </table>	ID	Type	Distribution ID	User		892248626 								
ID	Type	Distribution ID													
User		892248626 													




<p>Step 8:</p> <p>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>	<p>Distribution Detail</p> <p>Process Name: FULLCD01</p> <p>Process Type: SQR Report</p> <p>Folder Name: <input type="text"/></p> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>ID Type</th> <th>*Distribution ID</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> <td></td> <td> </td> </tr> <tr> <td>Role</td> <td>FS HR</td> <td></td> <td> </td> </tr> </tbody> </table>	ID Type	*Distribution ID			User	892248626		 	Role	FS HR		 
ID Type	*Distribution ID												
User	892248626		 										
Role	FS HR		 										
<p>Step 9:</p> <p>The Distribution ID look up page appears. Click on the link FS HRReport Distribution List.</p>	<p>Look Up Distribution ID</p> <p>Search by: <input type="text" value="Distribution ID"/> begins with <input type="text" value="FS HR"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup</p> <p>Search Results</p> <p>View All First  1 of 1  Last</p> <table border="1"> <thead> <tr> <th>Distribution ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>FS HRReport Distribution List</td> <td>HR Report Distribution List</td> </tr> </tbody> </table>	Distribution ID	Description	FS HRReport Distribution List	HR Report Distribution List								
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<p>Step 10:</p> <p>Verify the Distribution Detail page for accuracy.</p> <p>Once complete, click <input type="button" value="OK"/>.</p>	<p>Distribution Detail</p> <p>Process Name: FULLCD01</p> <p>Process Type: SQR Report</p> <p>Folder Name: <input type="text"/></p> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>ID Type</th> <th>*Distribution ID</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>User</td> <td>892248626</td> <td></td> <td> </td> </tr> <tr> <td>Role</td> <td>FS HRReport Distribution List</td> <td></td> <td> </td> </tr> </tbody> </table> <p>Email Only</p> <p>Email Subject: <input type="text"/> <input type="checkbox"/> Email With Log <input type="checkbox"/> <input type="checkbox"/> Email Web Report</p> <p>Message Text: <input type="text"/></p> <p>Email Address List: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	ID Type	*Distribution ID			User	892248626		 	Role	FS HRReport Distribution List		 
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<p>Step 11:</p> <p>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>Run Control ID: Salary_Status_Changes</p> <p>Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Process Instance:93596</p>																
<p>Step 12:</p> <p>After you have initiated the process you can check the status and view the report by clicking Report Manager.</p>	<p>Run Control ID: Salary_Status_Changes</p> <p>Report Manager Process Monitor <input type="button" value="Run"/></p> <p>Process Instance:93596</p>																
<p>Step 12A:</p> <p>The Report Manager page displays.</p> <p>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 <input type="button" value="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>Note: The report may also be opened in MS Excel. Follow the steps on page 5-7 to utilize this feature.</p>	<p>Administration Archives</p> <p>View Reports For</p> <p>User ID: LLEDYARD Type: Last: 1 Days <input type="button" value="Refresh"/></p> <p>Status: Folder: Instance: to:</p> <p>Report List</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>41250</td> <td>90859</td> <td>Salary/Status Changes/EE Hist</td> <td>04/29/2008 2:18:49PM</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"/>	41250	90859	Salary/Status Changes/EE Hist	04/29/2008 2:18:49PM	Acrobat (*.pdf)	Posted	Details
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<input type="checkbox"/>	41250	90859	Salary/Status Changes/EE Hist	04/29/2008 2:18:49PM	Acrobat (*.pdf)	Posted	Details										



Step 3:

Click  for step 1 through Text Import Wizard.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:


Preview of file C:\temp\fulaw046_90038.txt.

```

1 California State University, Fullerton
2 Salary / Status Changes / Employee History (with Bargaining Unit)
3 Report ID: FULAW046
4 As Of: 04/23/08
5 Run Date: 04/23/2008
    
```

Buttons: Cancel, < Back, Next >, Finish

Step 4:

Click  for step 2 through Text Import Wizard.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview


```

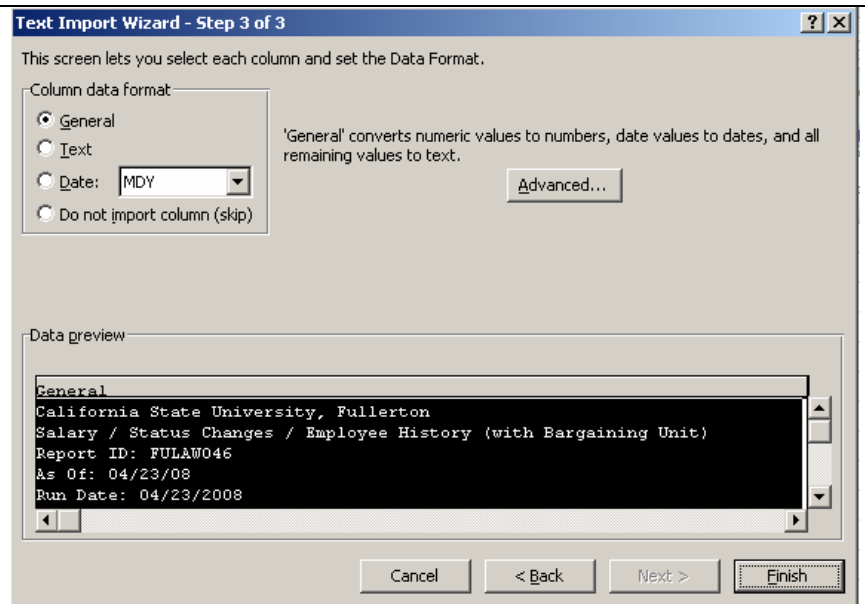
California State University, Fullerton
Salary / Status Changes / Employee History (with Bargaining Unit)
Report ID: FULAW046
As Of: 04/23/08
Run Date: 04/23/2008
    
```

Buttons: Cancel, < Back, Next >, Finish



Step 5:

Click  for step 3 through Text Import Wizard.



Step 6:

The Salary Status, Changes, and EE History Report opens in MS Excel.

It includes details for each department, college/unit or division requested.



The text report does not include totals or sub-totals. Use MS Excel functionality to calculate columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	California	State University,	Fullerton												
2	Salary / Status	Changes / Employee	History (with	Bargaining Unit)											
3	Report ID:	FULAW046													
4	As Of:	04/23/08													
5	Run Date:	04/23/2008													
6	Run Time:	12:05:06 PM													
7															
8	Division	College/U/Dept ID	Last Name	First Name	CWID	Barg Unit	Rcd	Job Code	Title	Empl Clas	FTE	Range/Gr.	CSUF Hire	Change	Eff Act
9	10141	10008	10008 Parker	Michael	9E+08	E99	0	4660	Special Cc Reh Annu			0 SPC CONS	24-Jan-08	24-Jan-08	HIR
10	10141	10057	10057 Jessup	Curtis	8.01E+08	R09	0	420	Info Tech Intermit			0.1 FOUNDAT	17-Jan-08	17-Jan-08	HIR
11	10141	10057	10057 Nat	Inder-Moi	8.93E+08	R09	1	410	Operating Regular			1 CAREER	*****	*****	HIR
12	10141	10084	10084 Chang	Yun-Su	8.03E+08	E99	0	1868	Student-A Student			0.1 STUDNT-N	*****	*****	HIR
13	10141	10084	10084 Chung	Richard	8.01E+08	E99	0	1870	Student-A Student			0.1 STUDNT-N	*****	*****	HIR
14	10141	10084	10084 Putti	Frank	8.06E+08	R09	0	420	Info Tech Temp			1 CAREER	28-Jan-08	28-Jan-08	HIR
15	10141	10145	10145 Nadar	Prabhu	8.99E+08	R09	1	400	Analyst/P Temp			1 FOUNDAT	*****	*****	HIR
16	10141	10145	10145 Vu	Jamie	8.01E+08	R09	3	400	Analyst/P Temp			0.23 FOUNDAT	1-May-06	1-May-06	HIR
17	10141	10173	10173 Amdahl	Susan	9E+08	R07	2	1035	Admin Sui/Intermit			1 COORDIN	7-Aug-06	7-Aug-06	HIR
18	10141	10173	10173 Guzman	Daniel	8E+08	R09	0	430	Network J Regular			1 CAREER	*****	*****	HIR
19	10141	10173	10173 Li	Shanglei	8.05E+08	E99	0	1868	Student-N Student			0.1 STUDNT-N	*****	*****	HIR
20	10141	10220	10220 Arciaga	Selyna	8.93E+08	E99	0	1870	Student A Student			0.1 STUDNT-N	1-Jan-08	1-Jan-08	HIR
21	10141	10220	10220 Paclieb	Sheilla	8.03E+08	E99	0	1870	Student A Student			0.1 STUDNT-N	1-Jan-08	1-Jan-08	HIR
22	10141	10220	10220 Puga	Liliana	8.02E+08	E99	0	1870	Student A Student			0.1 STUDNT-N	1-Jan-08	1-Jan-08	HIR
23	10141	10224	10224 AHMED	MUHAMM	8.06E+08	E99	0	1868	Student-N Student			0.1 STUDNT-N	*****	*****	HIR
24	10141	10224	10224 Jap	Jens	8.03E+08	E99	0	1870	Student A Student			0.1 STUDNT-N	1-Jan-08	1-Jan-08	HIR
25	10141	10224	10224 Kuhn	Marissa	8.02E+08	E99	0	1870	Student A Student			0.1 STUDNT-N	*****	*****	HIR
26	10141	10224	10224 Danav	Krutelia	8.03E+08	E99	1	1870	Student & Student			0.1 STUDNT-N	*****	*****	HIR

Salary Status, Changes and Employee History Report 8.9



Business Process Guide

Report ID: FULAW046
 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

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

Last Name	First Name	CWID	Barg Unit	Job Rcd	Code	Title	Empl Class	FTE	Range/Grade	CSUF Hire Dt	Change Eff Dt	ACT/RSN	Hourly Salary	Hourly Change	Monthly Salary	Monthly Change	Base Rate	Annual Salary	Annual Change	Annual Combo Code
Apple	Mallory	892254350	R09	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-G- - -601300
Beaverman	Gina	801433822	R09	2	0420	Info Tech Consultant	12 Mo Internit	1.00	CAREER	02/08/06	05/14/07	REH/REH	31.08	0.00	5,387	0	5,387	64,644	0	10057-G- - -601300
Beaverman	Gina	801433822	R09	2	0420	Info Tech Consultant	12 Mo Internit	1.00	CAREER	02/08/06	07/01/07	DTA/REC	31.08	0.00	5,387	0	5,387	64,644	0	10057-G- - -601300
Beaverman	Gina	801433822	R09	2	0420	Info Tech Consultant	12 Mo Internit	1.00	CAREER	02/08/06	07/01/07	PAY/GSI	32.15	1.07	5,573	186	5,573	66,876	2,232	10057-G- - -601300
Beaverman	Gina	801433822	R09	2	0420	Info Tech Consultant	12 Mo Temp	1.00	CAREER	02/08/06	11/05/07	DTA/APT	32.98	0.83	5,716	143	5,716	68,592	1,716	10057-G- - -601300
Copper	Greg	800991192	R09	0	0420	Info Tech Consultant	12 Mo Internit	0.10	FOUNDATION	01/17/08	01/17/08	HIR/APT	19.75	0.00	342	0	3,424	4,109	0	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	02/07/05	LOA/CHV	26.08	0.00	4,521	0	4,521	54,252	0	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	02/07/05	RFL/LOA	26.08	0.00	4,521	0	4,521	54,252	0	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	07/01/05	PAY/GSI	26.63	0.54	4,615	94	4,615	55,380	1,128	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	12/01/05	PAY/GSI	28.52	1.89	4,943	328	4,943	59,316	3,936	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	06/01/06	PAY/IRF	29.94	1.43	5,190	247	5,190	62,280	2,964	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	07/01/06	POB/REC	29.94	0.00	5,190	0	5,190	62,280	0	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	08/02/06	XFR/VOL	29.94	0.00	5,190	0	5,190	62,280	0	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	08/02/06	PAY/GSI	30.94	1.00	5,363	173	5,363	64,356	2,076	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	12/01/06	PAY/GSI	31.25	0.31	5,417	54	5,417	65,004	648	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	01/01/07	PAY/GSI	31.56	0.31	5,471	54	5,471	65,652	648	10057-G- - -601300
Gravy	Ted	899853576	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	11/30/99	07/01/07	DTA/REC	31.56	0.00	5,471	0	5,471	65,652	0	10057-G- - -601300
Hooper	Mark	892251901	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	09/07/04	07/01/07	PAY/GSI	25.64	0.00	4,445	0	4,445	53,340	0	10057-G- - -601300
Hooper	Mark	892251901	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	09/07/04	08/31/07	PAY/GSI	25.90	0.25	4,489	44	4,489	53,868	528	10057-G- - -601300
Hooper	Mark	892251901	R09	0	0420	Info Tech Consultant	12 Mo Regular	1.00	CAREER	09/07/04	10/31/07	PAY/IRF	27.72	1.82	4,804	315	4,804	57,648	3,780	10057-G- - -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



Action	Reason	Descr
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
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



Action	Reason	Descr
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
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



Action	Reason	Descr
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
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



Action	Reason	Descr
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
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



Action	Reason	Descr
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
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