

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: _____

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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 –

- x Period 1 - 1st of the month through the 15th of the month – paid on the 25th of the month.
- x 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,