**I. EMPLOYEE NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTY LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Career Appointment [ ]  Casual-Restricted Appointment

[ ]  Limited Term Appointment \* [ ]  Contract Appointment – **Fund Change(s) only**

\* Note: Requests to extend limited term appointments must be approved by the ANR Staff Personnel Unit.

**Note: For positions funded with State General 19900 funds, the ANR Hiring Freeze is still in effect. To request an exception to the hiring freeze for ANR State –Funded (19900 funds) positions, please send an email to Cherie McDougald (****cmcdougald@uckac.edu****) in the Business Operations Center (BOC).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Current Account(s) Information: | Title Code | Job Title | Dist | Begin Date | Dist End Date | Dist Percent |
| A/C #1 |  |  |  |  |  |  |
| A/C #2 |  |  |  |  |  |  |
| A/C #3 |  |  |  |  |  |  |

**II. APPOINTMENT INFORMATION**

**A. Continue appointment at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE)**

**B. Appointment will not be extended. LAST DAY TO BE WORKED IS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE)**

**Reminder: California State Wage & Hour Law stipulates the University must pay a separating employee ON the last day of employment or within 72 hours of their resignation, depending on the circumstances.**

**III. NEW PAYROLL DISTRIBUTION**

**Note: An active DaFis account number must be provided.**

|  |  |  |  |
| --- | --- | --- | --- |
| Account Number | % of Time | Effective Date\*\* | End Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **TOTAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% (Must = II. A. Above)**

**\*\*If effective date is PRIOR to the current payroll period, please complete a** [**Salary Expense Transfer (SET) Request**](http://ucanr.org/sites/anrstaff/files/91483.xls)**.**

**IV. APPROVALS**

***County Office Business Operations Center (BOC)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Supervisor) | Date: |  | (Financial) | Date: |
| (Advisor/PI) | Date: |  | (Director) | Date: |
| (County Director) | Date: |  | ***Statewide Program Office (4-H, EFNEP)*** |
|  |  |  | (Director) | Date: |

Please return this form to Business Operations Center (BOC PPS Unit) – via PDF scan or fax (559/646-6513) to the appropriate designee, see below. Thank you

Cathy Edwards cedwards@uckac.edu 559/646-6511 Last Names **A through K**

Joyce Hatanaka jhatanaka@uckac.edu 559/646-6517 Last Names **L through Z**

To complete this form:

I. Employee Information – this information is available from the payroll data spreadsheet sent to the County Director/Office Manager/Payroll Contact at the beginning of each month.

II. Appointment Information – A) Enter the percentage of time and new appointment end date information for a continuing employee. Note: An increase or decrease in percentage of time may be routed to the Staff Personnel Unit for review. B) For employees that will not be continued, enter last day to be worked. Please note the final paycheck requirement listed on the form.

III. Payroll Distribution Information – enter the account number, percentage of time, and distribution effective & end dates for each distribution of the employee’s payroll.

**In order for the new distribution information to be available for the current month’s payroll, the new information must be received in the BOC PPS Unit by the 15th of the current month.**