

### ***What Form and Transaction do I use?***

There are only four forms: Employment, Personal Data, Separation and Volunteer.

The Personal Data Form allows you to update Demographics, Directory (address, phone, and email), Education and/or Emergency contact information. This form is included in Hire, Rehire and CCH forms automatically.

The Separation and Volunteer forms are all self explanatory. All other transactions will be completed with an Employment form (including leaves).

Not all Actions or Transactions will appear for every payroll. The selections are limited to what is appropriate for each payroll (with more refinements coming).

Employment transaction - please refer to the following chart:

Form	Action	Transaction	Form	Action	Transaction
<b>Employment</b>	<b>Hire Rehire Concurrent Hire</b>	Appoint Summer Session Service	<b>Employment</b>	<b>Pay</b>	Acting Stipend
		Appoint Classified Service			Add/Update Split Charge Assignment
		Appoint Unclassified Service			Also Receives
		Appoint Extra Service			Change Pay Basis
		Appoint Occasional			Change Percentage
		Appoint Pending Exam			Chair Stipend
		Appoint Student			Correct Salary
<b>Employment</b>	<b>Data Change</b>	Change Supervisor			Demotion
		Correct Status			Extra Service
		Change Campus Title			Fee Payment
		Renew Term Appointment			Inconvenience Pay (Full)
		Extend Temp Appointment			Inconvenience Pay (Partial)
		Update Check Sort Code			Promotion
		Voluntary Reduction			Salary Decrease
					Shift Differential
					Salary Increase
<b>Employment</b>	<b>Position Change</b>	Add Student Assignment	<b>Employment</b>	<b>Leave</b>	Unpaid Child Care Leave
		Appoint Classified Service			Unpaid Educational Leave
		Appoint Unclassified Service			Unpaid Family Medical Leave
		Appoint Pending Exam			Unpaid Discretionary Leave
		Change Line			Unpaid Military Leave
		Demote			Unpaid Sabbatical
		Promote			Paid Educational Leave (Full)
		Reclass			Paid Educational Leave (Partial)
					Paid Sabbatical (Full)
					Paid Sabbatical (Partial)