



EMPLOYEE ACTION AUTHORIZATION

Return to:
 University Enterprises, Inc.
 Human Resources
 Bookstore Bldg, Suite 3900
 6000 J Street
 Sacramento, CA 95819-6063
 (916) 278-7003 / UEI-HR@CSUS.EDU

This form must be completed and signed by an authorized individual

NAME AND SOCIAL SECURITY NUMBER MUST APPEAR EXACTLY AS SHOWN ON VALID SOCIAL SECURITY CARD.

LAST NAME	FIRST NAME	MIDDLE NAME	EMPLOYEE ID NUMBER
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EFFECTIVE DATE	TYPE OF ACTION	OTHER
REQUIRED ON ALL TRANSACTIONS (RATE CHANGES REQUIRE AN EFFECTIVE DATE OF THE 1 ST OR 16 TH OF THE MONTH)	<input type="checkbox"/> RATE CHANGE <input type="checkbox"/> ACCOUNT NUMBER CHANGE(S) <input type="checkbox"/> RECLASSIFICATION	<input type="checkbox"/> OTHER EXPLAIN IN "COMMENTS" SECTION 2

SECTION 2 • SUPERVISOR / MANAGER	AGENCY/DEPT _____	EMPLOYEE JOB TITLE _____															
	WORKSITE CITY _____	<input type="checkbox"/> Current Sac State Full-Time Employee															
	POSTING NUMBER _____	<table border="1"> <tr> <th colspan="3">ACCOUNT NUMBER CHANGES</th> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2">ADD ADDITIONAL ACCOUNT (ONLY WHEN NECESSARY)</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2">DELETE ACCOUNT</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="2">TRANSFER FROM ACCT.# _____ - _____</td> </tr> <tr> <td></td> <td>ACCOUNT/TIMEKEEPING CODE</td> <td>OBJ CODE</td> </tr> </table>	ACCOUNT NUMBER CHANGES			<input type="checkbox"/>	ADD ADDITIONAL ACCOUNT (ONLY WHEN NECESSARY)		<input type="checkbox"/>	DELETE ACCOUNT		<input type="checkbox"/>	TRANSFER FROM ACCT.# _____ - _____			ACCOUNT/TIMEKEEPING CODE	OBJ CODE
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		ACCOUNT/TIMEKEEPING CODE	OBJ CODE														
	UEI ACCOUNT # _____ - _____ <small>ACCOUNT OBJECT CODE TIMEKEEPING CODE</small>																
	PAYRATE _____ PER HOUR HOURS PER WEEK _____																
COMMENTS: _____																	
PRINTED NAME OF CONTRACT MANAGER / PROJECT DIRECTOR _____	E-MAIL ADDRESS _____	PHONE _____															
PRINTED NAME OF SUPERVISOR _____	E-MAIL ADDRESS _____	PHONE _____															
X _____	_____	_____															
AUTHORIZED SIGNATURE		DATE															

University Enterprises use only

<input type="checkbox"/> Student/Graduate Assistant <input type="checkbox"/> Casual (non-student/on-campus depts. only) – not to exceed 19.5 hours per week <input type="checkbox"/> Other	Entered By _____ Date _____
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Sponsored Programs Administration _____	Date _____
Payroll Services _____	Date _____
Verified _____	Date _____