



HUMAN RESOURCES
MANAGEMENT

**CSUDH Custom: eFAST
HCM 9.0 Business Process Guide**

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Introduction

The eFAST (electronic Faculty And Staff Transaction) Form Guide describes the pages and fields needed to properly complete an eFAST using PeopleSoft. The eFAST is replacing the previous SAT (Staff and Administrator Transaction) form.

The basic function of the eFAST form is identical to that of the SAT form. The differences between the eFAST and SAT form are

- The eFAST will be completed electronically
- The person completing the form will be able to look up live data
- New fields which are PeopleSoft specific (e.g. position number and employee ID) will be used in the eFAST

To use the eFAST form, the employee to which the transaction pertains to must already exist and be active employees in the PeopleSoft system. This only includes all current employees

This guide describes the process for completing an eFAST form. This guide should be used whenever a Human Resource and/or Payroll transaction needs to occur and the department is responsible for the communication of the transaction information.

Processing Steps

Complete a eFAST Form



Navigation: CSUDH Custom > eFAST/eHIRE Form > eFAST Form

- Select Add a New Value. You must create at least one “Run Control ID”. A Run Control ID is used to track the reports and forms that you generate and is required in order to generate an eFAST.

- Type “eFAST” (or any other name you prefer) in the Run Control ID. You may name it anything you like but “eFAST” is recommended
- This Run Control ID will save all of the settings you input so that you do not have to reset them each time you run an eFAST form
- You can have more than one Run Control ID
- Click “Add”

Run Control ID: 1
 Language: English

Employee Current Information


*Empl ID  Empl Rcd# 

DeptID	Salary Grade
Position	Salary
Job Code	FTE
Empl Class	

Enter EE Action and Reason

*Action  *Reason 

[Go To Report Parameters](#)

- Select the EmplID (Employee ID) of the employee who the transaction pertains to. Each employee has a PeopleSoft Emplid that represents them in the system.
- Use the look up function (by clicking on the magnifying glass icon ) to help you select the emplID.
- You are restricted to seeing only those employees in departments for which you are an eFAST creator.

Look Up

Look Up Empl ID

Search by: begins with

Empl ID


[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

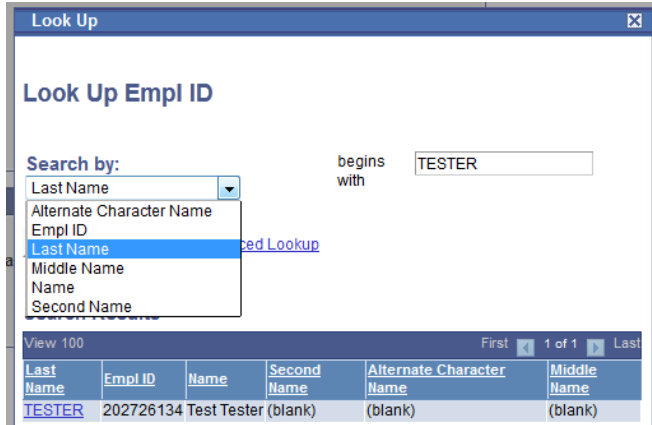
Only the first 300 results of a possible 7800 can be displayed.

View 100 First 1-300 of 300

Empl ID	Name	Last Name	Second Name	Alternate Character Name	Mid Name
---------	------	-----------	-------------	--------------------------	----------

- Clicking on the look up  will bring you to a look up function (see screen to right).
- You can select from the list of employees listed by clicking on the EmplID

Or you can narrow your search by other options, such as Last Name



- Use the pull down on the “Search by:” to change the search criteria. For example if you know the last name of the employee, select “Last Name’ in the pull down. Type in the last name of the employee then click “Look Up”
 - After clicking on “Look Up’ the name should appear.
 - If more than one name appears (multiple people with the same last name) be sure to select the correct employee!
- Click on the “Last Name” highlighted in blue to select the employee.**
- After clicking on “Look Up’ the name should appear.
 - If more than one name appears (multiple people with the same last name) be sure to select the correct employee!


Run Control ID: 1

Language: English

Employee Current Information	
*Empl ID	202726134
Empl Rcd#	99 Tester,Test
DeptID	Salary Grade
Position	Salary
Job Code	FTE
Empl Class	

Enter EE Action and Reason	
*Action	<input type="text"/>
*Reason	<input type="text"/>
Go To Report Parameters	

- Once you select the employee, you will be brought to a job information page.
- Next select the employee record number (Empl Rcd#) to select the current position of the employee.
- The default for Empl Rcd# will be 99. There is no such value of Empl Rcd# 99 for any employee, and thus YOU MUST CHANGE THIS VALUE.

Use the  to find the valid values for Empl Rcd number.

Look Up ✕

Look Up Empl Rcd#

Search by: Empl Rcd Nbr=

[Advanced Lookup](#)

Search Results

View 100 First 1 of 1

Empl Rcd Nbr	Department	Description	Job Code	Descr	Position Number	Descr
0	26450	NEGOTIATION & CONFLICT RESOL	2360	Instr Fac AY	00000123	Instr F

- Select the Empl Rcd number (e.g. 0) which corresponds to the current position the employee occupies.
- If the employee only has one job only one row will populate (select this option)
- If the employee has more than one job, select the appropriate job in which the HR transaction is occurring for.

Run Control ID: 1
Language: English

Employee Current Information

*Empl ID Empl Rcd# Tester,Test

DeptID	26450	NEGOTIATION & CONFLICT RESOL	Salary Grade	1
Position	00000123	Instr Fac AY	Salary	50000.000
Job Code	2360	Instr Fac AY	FTE	1/5
Empl Class	H	Temporary		


Enter EE Action and Reason

*Action *Reason

[Go To Report Parameters](#)

- Notice once you select the employee's Empl Rcd number, his or her job information will populate

Selecting an Action and Reason

- Select the Action for the transaction by clicking on the  icon next to Action. (See Appendix A for a list of all Actions, Reasons and a description of when to use them.)

Action	Action Description
DEM	Demotion
DTA	Data Change
JRC	Job Reclassification
LOA	Leave of Absence
PAY	Pay Rate Change
PLA	Paid Leave of Absence
POS	Position Change
PRO	Promotion
RET	Retirement
RFL	Return from Leave
SUS	Suspension
SWB	Short Work Break
TER	Termination
XFR	Transfer

- Select the Action by clicking the Action abbreviation highlighted in blue
- The Action options are as follows:
 - Data Change
 - Demotion
 - Job Reclassification
 - Leave of Absence
 - Pay Rate Change
 - Paid Leave of Absence
 - Position Change
 - Promotion

- Retirement
- Return from Leave
- Suspension
- Short Work Break
- Termination
- Transfer


If you do not see the Action you intend to select please contact Human Resources at (310) 243-3771

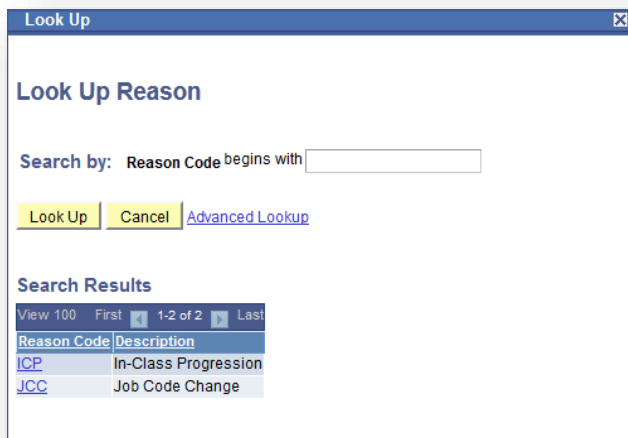


Enter EE Action and Reason

*Action Job Reclassification *Reason

[Go To Report Parameters](#)

- Next select the Reason for the transaction by clicking on the  icon next to the Reason field.



Look Up

Look Up Reason

Search by: Reason Code begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)





Search Results

View 100 First 1-2 of 2 Last

Reason Code	Description
JCP	In-Class Progression
JCC	Job Code Change

- Depending on the Action you selected, you will be given a number of Reasons which correspond to the Action.
- Select the desired Reason by clicking on the three letter abbreviation of the reason highlighted in blue.

Employee Current Information				
Empl ID	202726134	Empl Rcd#	0	Tester,Test
DeptID	26450	NEGOTIATION & CONFLICT RESOL		Salary Grade 1
Position	00000123	Instr Fac AY	Salary	50000.000
Job Code	2360	Instr Fac AY	FTE	1/5
Empl Class	H	Temporary	Reason	ICP In-Class Progression
Action	JRC	Job Reclassification		

Required Fields to Process Job Reclass	
*Action Date	<input type="text"/> 
New Job Code	<input type="text"/>  Start Over
New Grade	<input type="text"/> 
New Base Salary	<input type="text"/>
*Comments	<input type="text"/> 



- Note that the Action and Reason combination now appears on the page with the employee job information.

Completing Required Information

The screenshot shows a web form titled "Required Fields to Process Job Recl". It contains the following fields:

- *Action Date: An empty text box with a calendar icon.
- New Job Code: An empty text box with a magnifying glass icon.
- New Grade: An empty text box with a magnifying glass icon.
- New Base Salary: An empty text box.
- *Comments: A large empty text area with a magnifying glass icon.

There is a yellow "Start Over" button in the top right corner.

- You will be given a number of blank spaces to complete depending on the Action and Reason combination selected.
- Type in the correct information and/or use the look-up function  to help you select the information.
-  icon is another look-up function to help you select a date.

The comments are required.


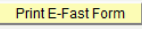

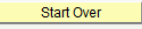


The screenshot shows the same form as above, but with the following information entered:

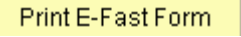
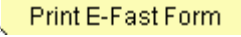
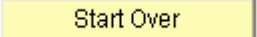
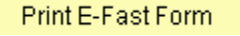
- *Action Date: 07/01/2010
- New Job Code: 3318 (with "Administrator I" displayed next to it)
- New Grade: 1 (with "RANGE A" displayed next to it)
- New Base Salary: 4,200.00
- *Comments: Job Reclassification

Additional buttons are visible: "Print E-Fast Form" and "Start Over" in the top right; "Save", "Return to Search", and "Add" at the bottom.

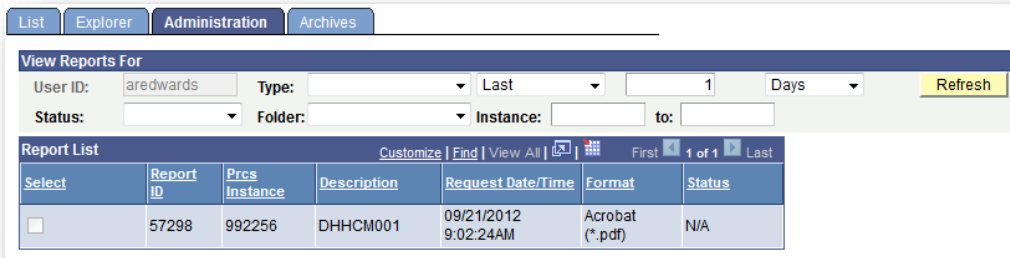
- Once all the necessary information has been added, click Save

Employee Current Information					
Empl ID	202726134	Empl Rcd#	0	Tester,Test	Report Manager
DeptID	26450	NEGOTIATION & CONFLICT RESOL		Salary Grade	1
Position	00000123	Instr Fac AY		Salary	50000.000
Job Code	2360	Instr Fac AY		FTE	1/5
Empl Class	H	Temporary		Reason	ICP In-Class Progression
Action	JRC	Job Reclassification			

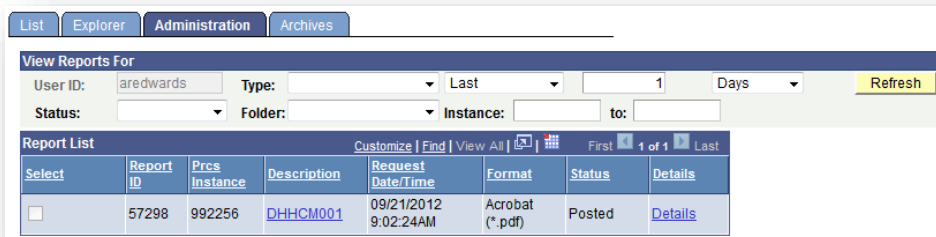
Required Fields to Process Job Reclass	
*Action Date	<input type="text" value="07/01/2010"/>  
New Job Code	<input type="text" value="3318"/>  Administrator I 
New Grade	<input type="text" value="1"/>  RANGE A
New Base Salary	<input type="text" value="4,200.00"/>
*Comments	<input type="text" value="Job Reclassification"/> 

- Once you have clicked Save, notice the  icon will appear.
 - Click on the  if all the information is correct.
 - You can select the  icon at any time if you want to clear what you have entered and start all over.
 - After clicking on the  icon, the system is working behind the scenes to create your form (this may take a minute or two).
 - You will notice the [Report Manager](#) appear near the top of the screen. This is where you will go to retrieve your document to print.
- Click on the [Report Manager](#) link.

Printing your Completed eFAST Form



- You are now in the Report Manager where you can retrieve your document
- If under status you do not see “Posted” click on the yellow refresh button until you see “Posted”



- Highlighted in blue under Description is the PeopleSoft name of your report.
- Click the description name in blue to view and print a pdf version of your eFAST report

If you have a pop-up blocker activated, you will need to deactivate the blocker by holding down the control key while clicking on the report name

Appendix A – Valid Action Reason Combinations

If this is a new or returning employee please use the eHire process.

Appointments

Use to re-appoint an employee that will be Permanent/Tenure Track, At Will (MPP), or Temporary.

**Do not use if the employee does not have an Employee ID (Empl ID) please see eHIRE procedure.

Action	Code	Reason	Use for
Data Change	APR	Temp to Prob/Perm Appt	Assign temporary employee to new prob/perm appointment
Data Change	APT	New Temp Appointment	Assign any employee to new temporary appointment or reappoint an active employee to a successive temporary appointment
**Hire	APT	Appointment	Hire for initial CSU appointment
**Hire	PRI	Appt Former Employee Prior PS	Rehire a former employee who was not converted into PeopleSoft
Rehire	REH	Rehire	Rehire separated employee
*Hire	CON	Concurrent Job	Hire into concurrent appointment(s)
Data Change	PRM	Temporary Assignment to Perm	Temp Assignment to Permanent Assignment

Leave w/o Pay

Use to move an employee to a formally approved leave of absence without pay. If the employee/department is requesting a leave because of illness/injury please contact HR for additional information.

Action	Code	Reason	Use for
Leave of Absence	PER	Personal	Place employee on unpaid personal leave
Leave of Absence	PRO	Professional	Place employee on unpaid leave for professional purposes
Pay Rate Change	PLF	Partial Leave - Professional	Place employee on partial leave for professional reasons

Pay Rate Change	PLM	Partial Leave - Family Medical	Place employee on partial leave for medical reasons
Pay Rate Change	PLP	Partial Leave - Personal	Place employee on partial leave for personal reasons
Leave of Absence	MIL	Military Service	Place employee on unpaid military leave
Leave of Absence	FML	FMLA/CFRA	Place employee on unpaid leave under CFRA/FMLA eligibility
Short Work Break	PDS	Pending NDI/IDL/TD/Disb Ret	Place employee on short work break with pending medical action

Demotions

Use to move an employee form one classification to another having a lower level of duties, responsibilities and salary range. For an academic year employee, movement to a lower academic rank. It may be voluntary, disciplinary or in lieu of layoff.

Action	Code	Reason	Use for
Demotion	DIS	Disciplinary Action	Demotion action, disciplinary reasons
Demotion	LIU	In Lieu of Layoff - EE Request	Demotion action in lieu of layoff, including employee elected
Demotion	VOL	Voluntary	Demotion action, voluntary reasons

Reclassifications

Use to change an employee’s classification or position skill level within a given class. A reclassified position may involve a level of duties and/or salary that are higher, lower or equivalent and normally involves a formal job review, desk audit or may be the result of the implementation or new class standards. An in-class progression is distinguished from a reclass in that it provides for movement between position skill levels in the same classification. The distinction between a reclass/in-class progression and a promotion is there is no recruitment activity for a reclass/in-class progression.

Action	Code	Reason	Use for
Job Reclassification	ICP	In-Class Progression	In-class progression
Job Reclassification	JCC	Job Code Change	Process employee-level job reclassification or update job code data

Position Change	ICP	In Class Progression	Position level in-class progression (change salary grade within job code)
Position Change	JRC	Job Reclassification	Position level job reclassifications (update position and incumbents?)
Position Change	TJR	Temporary Job Reclassification	Position level temporary job reclassification

Position Number Updates

Used to update position numbers for Reorganizations, change in reporting relationships, change in Working Titles. Also the ability to update Combo Codes when needed.

Action	Code	Reason	Use for
Pos	TTL	Title Change/Update	Changing or Updating a Working Title
POS	UPD	Position Data Update	Updating data contained in the Position number (Position Management)

Promotions

Use to move a nonacademic employee from one class to another having a higher a higher level of duties, responsibilities and salary range. For an academic year employee, movement to a higher rank following the standard campus review process. The distinction between a reclassification/in-classification progression and a promotion is there is no recruitment activity for a reclass/inclass progression.

Action	Code	Reason	Use for
Promotion	PRO	Promotion	Denote a promoted employee

Returning from a Leave

Use to reinstate a current employee to active status following a leave of absence, suspension, disability, Military leave, FMLA, or action by the court, Chancellor or State Personnel Board Arbitrator...OR to reinstate a prior employee following a separation for disability retirement, dismissal for cause or disability, layoff, AWOL or action by the court, Chancellor or State Personnel Board Arbitrator. Also used to reinstate an employee from a paid or unpaid leave of absence .

Action	Code	Reason	Use for
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Recall from Susp/Layoff	SUS	Reinstate from Suspension	Reinstate employee subsequent to suspension
Rehire	MAN	Mandatory Reinstatement	Mandatory reinstatement by order of appropriate authority
Rehire	RDR	Reinstate from disability retirement	Reinstate from disability retirement
Rehire	REL	Reemployment from Layoff	Reemployment of employee subsequent to layoff
Return from Leave	LOA	Return from Unpaid LOA	Return employee from an unpaid leave of absence
Pay Rate Change	RPL	Return from Partial Leave	Return employee from partial leave
Return from Leave	PDL	Return from Paid LOA	Return employee from a paid leave of absence

Reassignments

Indicates either a permanent or temporary change in the individual's classification, work assignment, and/or work location.

Use when an employee moves from one position, pay calendar or department or another, or when management reassigns an employee within a classification or sub-range based on the requirements of the position and an assessment of the employee's qualification and skills. The reassignment may or may not affect a salary change.

An employee may be reassigned for medical, voluntary, or involuntary reasons due to the reorganization; in lieu of layoff; pay plan changes (e.g. 12/12 to 10/11/12 or AY) with or without a change in department or class; administrative employee pursuant to Ed Code 66609; upon expiration of a temporary reassignment or promotion; upon rejection during probation with reinstatement to former class.

With respect to retreat rights and seniority points, a reassignment may also be used to move employees who have accepted another (recruited) permanent /probationary position on the same campus without a break in service.

Action	Code	Reason	Use for
Transfer	INV	Involuntary Reassignment	Reassign employee involuntarily
Transfer	VOL	Voluntary Reassignment	Voluntary reassignment
Transfer	MED	Medical Reasons	Reassign employee for medical reasons
Transfer	PPO	Pay Plan Chg w/o Fin Settlement	Reassign 12/12 to / from AY, 10/12 or 11/12 (no settlement pay)

Transfer	PPW	Pay Plan Chg w/ Fin Settlemnt	Reassign AY to / from 12/12, 10/12 or 11/12 (with final settlement)
Transfer	RPR	Reinstatement - Prob Rejected	Reassignment, rejection during probation, reinstate to former class
Transfer	RTA	Reinstatement - Temp Reassign	Return to prior appointment upon expiration of temporary reassignment
Transfer	RWV	In Lieu - Recall Rights Waived	Reassign employee to avoid layoff with recall rights waived
Data Change	EXT	Extend Temporary Assignment	Extend temporary promotion/reassignment/reclassification

Sabbaticals/Difference In Pay leaves

Use to place a Unit 3 employee on a full Leave with pay for one semester or Academic Year. Also, use to place a Unit 3 employee on a difference in pay for one semester or Academic year...Refer to the Collective Bargaining Unit contract for qualifications.

Action	Code	Reason	Use for
Paid Leave of Absence	SBA	Sabbatical - AY - 1/2 Pay	Place faculty on sabbatical leave for academic year at half pay
Paid Leave of Absence	SBS	Sabbatical - 1 Qtr/Sem - Full	Place faculty on sabbatical leave for one quarter/semester at full pay
Paid Leave of Absence	DFS	Diff in Pay - 1 Qtr/Sem	Place faculty on DIP leave for one quarter/semester
Paid Leave of Absence	DFA	Difference in Pay - AY	Place faculty on DIP leave for academic year
Paid Leave of Absence	DFM	Difference in Pay - 12 Mo/Less	Place faculty on DIP leave for 12 months or less

Miscellaneous Changes

Use to update specific data in an employees record. If more than one item needs to be updated please complete one eFAST form for each.

Action	Code	Reason	Use for
Position Change	REO	Reorganization	Position level reorganization (moving employee check & budgeting only)
Pay Rate Change	TBC	Time Base Change	Update time base (FTE and/or Standard Hours)

Data Change	EPD	Probation Adjustment	Used to adjust probationary codes and probation end date
Data Change	STY	Faculty Serving Terminal Year	Faculty member serving terminal year
Data Change	LIC	License/Certification Update	Indicate an update to License/Certification data
Data Change	COR	Correction	Correct erroneous data on a previous eFAST/eHIRE
Data Change	LOA	Extend Leave of Absence	Extend leave of absence
Data Change	EDU	Education/Degree Update	Indicate an update to Education/Degree data

Separations

Permanent separation of employees by reason of Resignation, Absent without Official Leave, Layoff, Early End of Temporary Appointment, Dismissal due to disciplinary/performance reasons, Service Retirement, Rejection of nonacademic employee, or Death.

Do not use to separate temporary employees who receive consecutive appointments.

Action	Code	Reason	Use for
Termination	RSA	Resign - Professional Advncmnt	Voluntary separation due to professional advancement opportunity
Termination	RSD	Resignation - Dissatisfied	Voluntary separation due to dissatisfaction with CSU Policies
Termination	RSJ	Resignation - Better Job	Voluntary separation due to better job opportunity
Termination	RSN	Resignation	Voluntary separation
Termination	RSO	Resign - Dissatisf w/Promo Opp	Voluntary separation due to dissatisfaction with promotion opportunities
Termination	RSP	Resignation - Personal Reasons	Voluntary separation due to personal reasons
Termination	RSY	Resignation - Better Pay	Voluntary separation due to better pay opportunity
Termination	AWL	Auto Resignation/AWOL	Automatic resignation due to non-reported / unauthorized absence
Termination	END	End Temporary Appointment	Early End Temporary Appointment
Termination	ALS	Separation by Agency/MPP Employee	Separation by agency with administrative leave termination pay
Termination	DIS	Dismissal	Terminate employee for disciplinary/performance reasons

Paid Leave of Absence	RES	Fac Research/Creative Activity	Place faculty on paid leave for research or creative activities
Retirement	SRT	Service Retirement	Service Retirement
Termination	REJ	Rejctd During Prob/Non-Retention	Reject non-academic employee prior to end of probation period
Termination	DEA	Death	Death of employee
Termination	CNL	Cancelled Appointment	Cancelled appointment. Used only if no other historical actions are entered subsequent to Hire action
Termination	FNR	Faculty-Contract Not Renewed	Used when a Faculty Members contract is not renewed

Appendix B - Definitions

Field	Definition
Action/Reason	This is a required field. See Appendix A for Action/Reason combinations. Every Action/Reason combination corresponds to a PIMS transaction code.
Agency Code	If the F.I.C.E. code is required (Faculty) then a prompt will ask you for this code which includes a look-up.
Anniversary Code, Month and Year	Required for system-wide reporting. Valid values: None (default), Eligible (requires Date), Max, SSI Max.
AY Dur of Appt.	This field is used to fulfill the requirement to track the duration of temporary, academic year appointees.
DIP Eligibility Date	This field is used to track difference in pay eligibility for faculty. When hiring a full-time faculty employee, the difference in pay eligibility date must be entered. Required filed if job code/job function code = LEC, LIB, SSP, or TEN and FTE = '1.' The Date is the month and year during which a Unit 3 or Unit 4 employee has or will attain eligibility for a DIP Leave.
Effective Date	The date transaction will take place.
Employee Class	Describes the type of employee (e.g. regular, temporary) THIS IS NOT PIMS CLASS CODE
Employee ID	A unique identifier for each employee. Every active and previous employee has an employee ID which does not change regardless of employee transactions (promotion, transfer to another department, etc.)
Employee Type	'S' Salaried or 'H' Hourly.
Expected Job End Date	This field is required if the Employee Class is Temporary, FERP, Rehired Annuitant, Intermittent, Emergency Hire or Acting Appointment. Additionally, if the Action/Reason combination is PRC/PRT (pre-retirement time base change), this field is also required.
Expected Return Date	The date in which the employee is expected to return to work (usually from a leave). This may or may not be the actual return date.
Faculty Fraction	This field is used to populate Multiple Components of Pay on the Compensation page when the employee does not have a contract. These values would default from the Contract, and could be overwritten. If the fields were blank, Standards Hours/FTE would be used to calculate pay.

Field	Definition
Faculty SSI Remaining	This Field is used to track the number of SSI increases a faculty employee has remaining. It is a required field. This field is set initially during the Hire process and reset when the faculty employee receives a promotion. When the SSI counter is equal to '0', no further SSI increases are allowed. If a job record is [manually] inserted with action = PRC (pay rate change) and reason = SSI (salary schedule increase) when the previous job record's SSI counter was = '0', the system should produce an error and not allow the record to be saved. This error will only trigger if the employee is in union code R03. The counter can range from 0 to 8.
FERP Eligibility Date	This field is used to track the Faculty Early Retirement Program Eligibility expiration. When entering or updating an employee with an EMPL_CLASS of "FERP," FERP Eligibility End Date is required.
Frequency	The compensation frequency for the pay component (e.g. Monthly).
FTE	Fraction and decimal representation derived from Time Base for use in mathematical calculations. (e.g. full time is 1.0 or 1/1)
Grade	Grade level associated with grade/range in CSU salary schedule.
Job Code	Corresponds to PIMS Class Code from the PIMS salary schedule
Last Day on Payroll Status	The last day in which the employee is on payroll regardless if they are physically working, on vacation, on sick leave, etc. that day.
Last Day Physically Worked	The day in which the employee was physically present on the job (not on vacation or on sick leave).
Months Off	The field primarily pertains to faculty. If the faculty member s working 10/12 or 11/12 specify the actual calendar months he/she has off (e.g. June and July).
Pay End Date	Is used as a reporting field for most of the temporary employees.
Pay Group	MST – Master Payroll (most employees fall in this category) FSC – Faculty Semester Campus POS – Positive Attendance STU – Student ACD – Academic Pay Plan
Pay Plan	The field primarily pertains to faculty. The options include: 10/12 for faculty working 10 out of 12 months; 11/12 for faculty working 11 out of 12 months and 12/12 for faculty working 12 out of 12 months.
Position Number	This field identifies the position the employee occupies. Positions are used in budgeting, building organizational structures, and for hiring employees. Position Numbers are not smart code as are PIMS position numbers (as in PIMS position numbers consist of Agency Unit and Class).
Probation End Date	The date the probationary period ends for an employee.
Red Circle Date	This date would signify the end of the 5-year period in which they have been above the salary maximum for the classification.
Retirement Code	The field is used by the PPT to produce a report for data entry into PIMS. See codes and their description on page 10.
Sabbatical Eligibility Date	This field is used to track sabbatical eligibility for faculty. When hiring a full-time faculty employee, the sabbatical eligibility date must be entered. Required filed if job code/job function code = LEC, LIB, SSP, or TEN and FTE = '1'. The Date is the month and year during which a Unit 3 or Unit 4 employee has or will attain eligibility for a Sabbatical Leave.
Salary	Equivalent to Basepay or FTE Monthly pay.
School Code	Use the look up feature to search on schools by Country, School Code, Description, or State.
Timebase	Fraction and decimal representation derived from FTE (Full Time Equivalent) for use in mathematical calculations. (e.g. full time is 1.0 or 1/1 and 50% time is .50 or ½)
Unit	Is part of the overall SCO position number used in the PIMS system. It is a required field. The unit will default at the employee level based on the position definition. Unit represents who will pick up the pay-warrant for this position.