

Personnel Change Notice (PCN)

The PCN is used for all personnel changes within the organization.
 Please reference the new Employee Separation Form for all employee terminations.

Employee Information		
Last Name, First Name, Middle Initial	Employee File/ID #	Current Department #

Employment Change	
Effective Date (<u>Must</u> be the 1 st day of a new pay period)	
<input type="checkbox"/> Transfer <input type="checkbox"/> Promotion* <input type="checkbox"/> Demotion <input type="checkbox"/> Reclassification <input type="checkbox"/> Merit Increase <input type="checkbox"/> Retention Increase <input type="checkbox"/> Other (REQUIRES explanation in Remarks section below)	

*Please attach a copy of the salary grade and job description for all promotions and reclassifications.
 Requests for full-time staff require GM/CEO approval and may require additional documentation.*

Please fill out ALL fields for this request. Incomplete requests will not be processed.

Current Information			New Information		
Department #:			Department #:		
Title:			Title:		
Rate:	\$	<input type="checkbox"/> hourly <input type="checkbox"/> salaried	Rate:	\$	<input type="checkbox"/> hourly <input type="checkbox"/> salaried
Salary Grade/Job Class:		<input type="checkbox"/> non-exempt <input type="checkbox"/> exempt	Salary Grade/Job Class:		<input type="checkbox"/> non-exempt <input type="checkbox"/> exempt
<input type="checkbox"/> Full-time Hourly <input type="checkbox"/> Full-time Salaried <input type="checkbox"/> Part-time Regular (Non-Student Employee) <input type="checkbox"/> Student (Traditional, Matriculated Student Employee) <input type="checkbox"/> Student Temporary (6 month grace period, no longer a student)* <input type="checkbox"/> Student Seasonal (Bookstore Division Rush Hire)**			<input type="checkbox"/> Full-time Hourly <input type="checkbox"/> Full-time Salaried <input type="checkbox"/> Part-time Regular (Non-Student Employee) <input type="checkbox"/> Student (Traditional, Matriculated Student Employee) <input type="checkbox"/> Student Temporary (6 month grace period, no longer a student)* <input type="checkbox"/> Student Seasonal (Bookstore Division Rush Hire)**		
*Student Temporary are student employees who have graduated or are no longer matriculated CSULB students. They are classified as "temporary" for the duration of the 6 month grace period they are given when they are no longer CSULB student employees. **Student Seasonal are CSULB students that are hired to work in the Bookstore Division to temporarily support Rush.					

Remarks (Background detail required. Please attach additional documentation as needed).

I understand and certify that the foregoing personnel data is correct and accept the employment change or separation/termination terms specified.

Employee's Signature:		Date:	
Employee Signature is required for all requests, except when HR is processing corporate wide changes.			
Manager's Signature:		Date:	
Manager's Signature is required for all requests. Director's signature is required for full-time requests only.			
HR/Director's Signature:		Date:	
GM's Signature:		Date:	

Human Resources Representative to Complete Below this Line			
New Information			
NAICS Workers' Comp:		Worker Category/Pay Class:	
Business Unit:		Eligible for Employee Parking:	<input type="checkbox"/> Yes <input type="checkbox"/> No
EEOC Job Classification:		Notified Benefit Coordinator:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payroll:		Entered by:	
		Date:	