



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 | Employee ADP File # | Current Department # |

Employment Change

| | |
|--|--|
| Effective Date (Must 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"/> Other (REQUIRES explanation in Remarks section below) | |

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: | | <input type="checkbox"/> non-exempt <input type="checkbox"/> exempt | Salary Grade: | | <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)** | | |
| <small>*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.</small> | | | | | |

Remarks (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 Signature: | | Date: | |
| <i>Employee Signature is required for all requests, except when HR is processing corporate wide changes.</i> | | | |
| Manager Signature: | | Date: | |
| <i>Manager's Signature is required for all requests. Director's signature is required for full-time requests only.</i> | | | |
| GM Signature: | | Date: | |
| <i>GM signature is required for all full-time staff promotions.</i> | | | |

| Human Resources Department to complete below | | | |
|--|--|-----------------|--|
| Received by HR Representative: | | Date Received: | |
| PCN change processed in ADP by: | | Date Completed: | |