

## 7. E-TRAC Action-Reason Reference Guide

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### 7.1. About this Guide

This reference guide is intended to guide you when performing data changes using action-reason combinations in E-TRAC.

This guide is categorized by E-TRAC Modules **Hire**, **Employee Change**, and **Change Vacant Position**. Under these first level categories you will find the sub-categories of action-reason combinations.

#### 7.1.1. How to read the tables

Below is a description of the information found in action-reason combinations.

<b>Action Description</b>	Type of Action
<b>Reason Description</b>	Reason for the Action
<b>E-TRAC Notes</b>	To be included in <b>Notes</b> section of E-TRAC pages. Substitute information in brackets with specific information.
<b>Required Forms</b>	The forms required in addition to the E-TRAC transaction.
<b>Process Outside of E-TRAC</b>	Steps you must follow outside of the E-TRAC process.
<b>Guidelines</b>	Includes guidelines or refers to guidelines outside of this guide.

#### 7.1.2. Inventory of Action-Reason Combinations Employee Change

Action	Reason
Data Change	Correction
	Extend Appointment
	Extend/Change Leave of Absence
	Extend/NDI
	Immediate Pay
	New Temporary Appointment or Reappointment (SFSU only)
	On NDI-Partial Return from Work
	Temporary Assignment to Permanent Assignment
	Temporary to Probationary/Permanent Appointment
Demotion	No associated reason
Earnings Distribution Change	Fund Source Change
Job Reclassification	In-Class Progression
	Job Code Change
Leave of Absence	FMLA/CFRA
	Medical
	Military Service
	Personal
	Professional
Pay Rate Change	Equity Adjustment
	In Range Progression
	General Salary Increase
	Market Adjustment
	Merit (All Bargaining Units)
	Service Salary Increase
	Student Pay Rate Change
	Time Base Change
Position Change	Position Update
Promotion	No Associated Reason
Retirement	Disability
	Service
Return from Disability	No Associated Reason
Return from Work Break	Pending Approval
	Return. Off Work Temp or FERP
	Return from Short Work Break
Return from Leave	Return from Paid LOA
	Return from Unpaid LOA

Short Term Disability with Pay	No Associated Reason
Short Work Break	No Associated Reason
Suspension	No Associated Reason
Termination	Auto-resignation/AWOL
	Cancelled Appointment
	Death
	Dismissal
	End Temporary Appointment
	Rejected During Probation/Non-Retention
	Resignation
	Resignation-Better Job
	Resignation-Better Pay
	Resignation-Dissatisfied
	Resignation-Personal Reasons
Transfer	Voluntary Reassignment

## Employee Hire

There are four types of Hire-Appointment combinations, Hire-Appt Former Employee Prior PS combinations, and Hire-Concurrent Job combinations. Refer to the row **E-TRAC Notes** for specific information about these action-reason combinations.

Action	Reason
Hire	Appointment
	Appointment of Former Employee prior to PeopleSoft implementation
	Concurrent Job
Rehire	Rehire

## Change Vacant Position

Action	Reason
Position Change	End Temp Job Reclassification
	In-Class Progress/Range Elevation
	Job Reclassification
	Temporary Job Reclassification

## 7.2. Employee Change (ECH)

<b>Action Description</b>	Data Change
<b>Reason Description</b>	Correction

<b>E-TRAC Notes</b>	Correction is requested because [identify item to correct].
<b>Required Forms</b>	The forms required depends on the type of correction.
<b>Process Outside of E-TRAC</b>	Contact your HR Services Representative prior to completing a correction in E-TRAC
<b>Guidelines</b>	

<b>Action Description</b>	Data Change
<b>Reason Description</b>	Extend Appointment

<b>E-TRAC Notes</b>	Appointment is extended for [number of months and days]. Position Description on file is current.
<b>Required Forms</b>	None
<b>Process Outside of E-TRAC</b>	Contact your HR Services Representative prior to completing an extension of an employee's appointment in E-TRAC. Receive approval from HR, then notify your employee of the extension in their temporary reassignment.
<b>Guidelines</b>	Refer to Compensation Guidelines.

<b>Action Description</b>	Data Change
<b>Reason Description</b>	Extend NDI

<b>E-TRAC Notes</b>	Extend or Change [include number of months] Leave of Absence.
<b>Required Forms</b>	Employee must present an extension for LOA: memo or LOA form
<b>Process Outside of E-TRAC</b>	Employee extension request must be approved prior to completing an E-TRAC transaction.
<b>Guidelines</b>	Refer to Leave of Absence Guidelines

<b>Action Description</b>	Data Change
<b>Reason Description</b>	Immediate Pay

<b>E-TRAC Notes</b>	HR Services Representative [insert name] approved Special Consultant or CEL payment; employee's documentation is complete or employee is scheduled to meet with [name of whom].
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<b>Required Forms</b>	Special Consultant Form or CEL appointment form and complete/update Sign-In Forms: <ul style="list-style-type: none"> <li>• Biographical #002 form</li> <li>• Application form</li> <li>• I-9 Form/Certification</li> <li>• Conditions of Employment #200</li> <li>• Oath of Allegiance STD #689</li> <li>• Designee to Receive Warrant #243 form</li> <li>• EAR (Employee Action Request) #686 form</li> <li>• Benefits Orientation Guide</li> </ul>
<b>Process Outside of E-TRAC</b>	Follow Recruitment/Appointment Guidelines and/or Special Consultant/Independent Contractor Guidelines. Draft a position description and identify Job Code. After the Job Code is identified complete recruitment packet or special consultant packet, you may need to post position, interview, recommend to hire, complete Recommendation Form 171 and return applications/resume to HR. For special consultant, no posting is required.
<b>Guidelines</b>	Refer to the Recruitment Guidelines, Compensation Guidelines and Special Consultant/Independent Contractor Guidelines.

<b>Action Description</b>	Data Change
<b>Reason Description</b>	New Temporary Appointment or Reappointment (SFSU only)

<b>E-TRAC Notes</b>	Employee accepted Job [job number] -OR- this is an Emergency Hire [number of days] -OR- The employee is newly appointed with a temporary appointment end date. Employee's documentation is complete or Employee is scheduled to meet with [name].
<b>Required Forms</b>	Recruitment packet and/or Position Description and Work schedule.
<b>Process Outside of E-TRAC</b>	Follow Recruitment Guidelines. Draft a position description and identify Job Code. After the Job Code is identified complete the recruitment packet, post position, interview, recommend to hire, complete Recommendation Form #171, and return the application and resume to HR.
<b>Guidelines</b>	Recruitment Guidelines for posted positions and emergency hires.

<b>Action Description</b>	Data Change
<b>Reason Description</b>	On NDI-Partial Return to Work

<b>E-TRAC Notes</b>	Employee or HR Representative (name) requested ETRAC; Certification was handed to the Benefits/Leave Coordinator and/or Payroll Leave Coordinator (name) identified effective dates and time base (FTE).
<b>Required Forms</b>	Employee must present Medical Release to HR and Administrator
<b>Process Outside of E-TRAC</b>	Employee must be on Leave - NDI; Contact HR Services Representative/Benefits/Leave Coordinator to identify effective date and eligibility to return to work.
<b>Guidelines</b>	Refer to Leave of Absence Guidelines.

<b>Action Description</b>	Data Change
<b>Reason Description</b>	Temporary Assignment to Permanent Assignment

<b>E-TRAC Notes</b>	E-TRAC is requested by HR Services Representative [insert name].
<b>Required Forms</b>	Position Description and Work schedule may be required.
<b>Process Outside of E-TRAC</b>	HR Services Representative may contact you to complete an ETRAC. A position description may need to be completed. If the position is funded temporarily, you must contact your Budget Analyst to assist you to identify if an approval memo is required prior to the ETRAC request.
<b>Guidelines</b>	Refer to Compensation Guidelines.

<b>Action Description</b>	Data Change
<b>Reason Description</b>	Temporary to Probationary/Permanent Appointment

<b>E-TRAC Notes</b>	[Name of HR Reviewer] requested for employee status change -OR- [Name of HR Reviewer] approved job code for posting, and employee accepted Job # [job number]. Employee's documentation is complete or Employee is scheduled to meet with [name].
<b>Required Forms</b>	Employee may update Sign-In Forms: <ul style="list-style-type: none"> <li>• Biographical #002 form</li> <li>• Application form</li> <li>• I-9 Form/Certification</li> <li>• Designee to Receive Warrant #243 Form</li> <li>• EAR (Employee Action Request) #686 Form</li> <li>• Benefits Orientation Guide</li> </ul>
<b>Process Outside of E-TRAC</b>	Follow HR Services Representative and/or Follow Recruitment Guidelines. Draft a position description and identify Job Code. After the Job Code is identified, complete a recruitment packet, post position, interview, recommend to hire, complete Recommendation Form #171 and return application and resume to HR. HR, Services will contact you to complete E-TRAC.
<b>Guidelines</b>	Refer to Recruitment Guidelines and Collective Bargaining Agreement Article.

<b>Action Description</b>	Demotion
<b>Reason Description</b>	Disciplinary Action

<b>E-TRAC Notes</b>	Employee accepted demotion.
<b>Required Forms</b>	Refer to Employee Relations Memo
<b>Process Outside of E-TRAC</b>	Refer to Employee Relations Memo
<b>Guidelines</b>	Refer to Progressive Discipline Guidelines

<b>Action Description</b>	Demotion
<b>Reason Description</b>	Voluntary

<b>E-TRAC Notes</b>	Employee accepted the position, Job # [job number]. -OR- Employee accepted a voluntary demotion.
<b>Required Forms</b>	Employee applied for a job=Application/Resume; CLO and/or employee Relations Director Memo/Approval.
<b>Process Outside of E-TRAC</b>	If the active/current employee applied/accepts a lower job code position, then, follow the Recruitment Process (refer to action: Hire).
<b>Guidelines</b>	Refer to Collective Bargaining Agreement Article.

<b>Action Description</b>	Earnings Distribution Change
<b>Reason Description</b>	Funding Source Change

<b>E-TRAC Notes</b>	Funding Source Change or Agency or Unit Change; Dept ID & Unit Change
<b>Required Forms</b>	Budget Analyst may request approval memo from Cabinet level Officer and/or President/Designee.
<b>Process Outside of E-TRAC</b>	Changing funding source and/or SCO Position Number change- Agency, Unit, and Serial.
<b>Guidelines</b>	Refer to Budget Procedures/Guidelines

<b>Action Description</b>	Job Reclassification
<b>Reason Description</b>	In-Class Progression

<b>E-TRAC Notes</b>	Classification request was reviewed/approved by CLO (name). HR Services Representative (name) identified effective date.
<b>Required Forms</b>	Position Description.
<b>Process Outside of E-TRAC</b>	Complete position description and receive approval for new/change of Job Code and/or Grade/Range/Skill Level. You may include previous Position Description and a justification memo.
<b>Guidelines</b>	Refer to Classification Program for Non-Faculty Bargaining Units.

<b>Action Description</b>	Job Reclassification
<b>Reason Description</b>	Job Code Change

<b>E-TRAC Notes</b>	Classification request was reviewed/approved by CLO (name). HR Services Representative (name) identified effective date.
<b>Required Forms</b>	Position Description

<b>Process Outside of E-TRAC</b>	Complete position description and receive approval for new/change of Job Code and/or Grade/Range/Skill Level. You may include previous Position Description and a justification memo.
<b>Guidelines</b>	Refer to Classification Program for Non-Faculty Bargaining Units.

<b>Action Description</b>	Leave of Absence
<b>Reason Description</b>	FMLA/CFRA

<b>E-TRAC Notes</b>	HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.
<b>Required Forms</b>	Leave of Absence Form; Medical Certification unless Maternity Leave; Attendance Form #634
<b>Process Outside of E-TRAC</b>	Leave of Absence request must be approve by HR prior to completing an ETRAC request. HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.
<b>Guidelines</b>	Leave of Absence Guidelines

<b>Action Description</b>	Leave of Absence
<b>Reason Description</b>	Medical

<b>E-TRAC Notes</b>	HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.
<b>Required Forms</b>	Leave of Absence Form; Medical Certification unless Maternity Leave; Attendance Form #634
<b>Process Outside of E-TRAC</b>	Leave of Absence request must be approve by HR prior to completing an ETRAC request. HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.
<b>Guidelines</b>	Leave of Absence Guidelines

<b>Action Description</b>	Leave of Absence
<b>Reason Description</b>	Military Service

<b>E-TRAC Notes</b>	HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.
<b>Required Forms</b>	Original Military Leave documentation; Attendance Form #634
<b>Process Outside of E-TRAC</b>	Leave of Absence request must be reviewed/approved by HR prior to completing an ETRAC request. HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.



<b>Guidelines</b>	Leave of Absence Guidelines
<b>Action Description</b>	Leave of Absence
<b>Reason Description</b>	Personal
<b>E-TRAC Notes</b>	HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.
<b>Required Forms</b>	Leave of Absence Form; Attendance Form #634
<b>Process Outside of E-TRAC</b>	Leave of Absence request must be approve by HR prior to completing an ETRAC request. HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.
<b>Guidelines</b>	Leave of Absence Guidelines
<b>Action Description</b>	Leave of Absence
<b>Reason Description</b>	Professional
<b>E-TRAC Notes</b>	HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.
<b>Required Forms</b>	Leave of Absence Form; Attendance Form #634
<b>Process Outside of E-TRAC</b>	Leave of Absence request must be approve by HR prior to completing an ETRAC request. HR Services Representative/Benefits/Leave Specialist (name) identified effective date. Duration does not exceed one year.
<b>Guidelines</b>	Leave of Absence Guidelines
<b>Action Description</b>	Pay Rate Change
<b>Reason Description</b>	Equity Adjustment
<b>E-TRAC Notes</b>	HR Services Representative (name) identified effective date, (%) salary change and was approved by CLO (name).
<b>Required Forms</b>	Dean/Director memo and Position Description (may be required)
<b>Process Outside of E-TRAC</b>	Dean/Director memo; AVP, HRS&R Mgmt Summary and CLO approval; Position Description
<b>Guidelines</b>	Refer to Compensation Guidelines
<b>Action Description</b>	Pay Rate Change
<b>Reason Description</b>	In Range Progression

<b>E-TRAC Notes</b>	HR Services Representative (name) identified effective date, (%) salary change and was approved by CLO (name).
<b>Required Forms</b>	Dean/Director memo and Position Description (may be required)
<b>Process Outside of E-TRAC</b>	Dean/Director memo; AVP, HRS&R Mgmt Summary and CLO approval; Position Description
<b>Guidelines</b>	Refer to Compensation Guidelines

<b>Action Description</b>	Pay Rate Change
<b>Reason Description</b>	General Salary Increase

<b>E-TRAC Notes</b>	
<b>Required Forms</b>	
<b>Process Outside of E-TRAC</b>	This E-TRAC is created by Human Resources Designee only.
<b>Guidelines</b>	

<b>Action Description</b>	Pay Rate Change
<b>Reason Description</b>	Market Adjustment

<b>E-TRAC Notes</b>	HR Services Representative (name) identified effective date, (%) salary change and was approved by CLO (name).
<b>Required Forms</b>	Dean/Director memo and Position Description (may be required)
<b>Process Outside of E-TRAC</b>	Dean/Director memo; AVP, HRS&R Mgmt Summary and CLO approval; Position Description
<b>Guidelines</b>	Refer to Compensation Guidelines

<b>Action Description</b>	Pay Rate Change
<b>Reason Description</b>	Merit (all bargaining units)

<b>E-TRAC Notes</b>	HR Services Representative (name) identified effective date, (%) salary change and was approved by CLO (name).
<b>Required Forms</b>	Dean/Director memo and Position Description (may be required)
<b>Process Outside of E-TRAC</b>	Dean/Director memo; AVP, HRS&R Mgmt Summary and CLO approval; Position Description
<b>Guidelines</b>	Refer to Compensation Guidelines

<b>Action Description</b>	Pay Rate Change
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<b>Reason Description</b>	Service Salary Increase
<b>E-TRAC Notes</b>	
<b>Required Forms</b>	Performance Evaluation Form
<b>Process Outside of E-TRAC</b>	For Staff, Service Salary Increases are posted by Human Resources or campus designee.
<b>Guidelines</b>	Refer to Collective Bargain Agreement Article

<b>Action Description</b>	Pay Rate Change
<b>Reason Description</b>	Student Pay Rate Change
<b>E-TRAC Notes</b>	
<b>Required Forms</b>	Complete a Work-Study Clearance.
<b>Process Outside of E-TRAC</b>	
<b>Guidelines</b>	Refer to Student Employment Guidelines.

<b>Action Description</b>	Pay Rate Change
<b>Reason Description</b>	Time Base Change
<b>E-TRAC Notes</b>	Time base changed was approved by HR Services Representative (name). The actual salary rate is \$ .
<b>Required Forms</b>	Work schedule Form and Position Description may need to be updated
<b>Process Outside of E-TRAC</b>	Employee must formally request and be approved to change their time base; Employee must meet with Retirement Specialist regarding eligibility - OR - Due to operational need, an employee's FTE is increased and a current position description reflects a need.
<b>Guidelines</b>	Refer to Collective Bargaining Agreement Article and Permanent Status for Less than Full-Time Employees Procedure.

<b>Action Description</b>	Promotion
<b>Reason Description</b>	Promotion (Not for E-TRAC Creator)
<b>E-TRAC Notes</b>	Employee accepted Job # . Employee's documentation is complete or Employee is scheduled to meet with (name).
<b>Required Forms</b>	Employee may update Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide. Employee Benefits Eligibility may change.

<b>Process Outside of E-TRAC</b>	Follow Recruitment Guidelines: draft a position description and identify Job Code; after the Job Code is identified: complete recruitment packet, post position, interview, recommend to hire, complete Recommendation Form #171 and return applications/resume to HR; HR, Services will contact you to complete ETRAC.
<b>107 Translation</b>	107 = New Hire, Probationary or Temporary.
<b>Guidelines</b>	Refer to Recruitment Guidelines and Compensation Guidelines.

<b>Action Description</b>	Position Change
<b>Reason Description</b>	Position Update

<b>E-TRAC Notes</b>	Confirmed with Budget Analyst regarding new position number
<b>Required Forms</b>	Budget LCD form may be required.
<b>Process Outside of E-TRAC</b>	Dept ID, position number, funding must be established prior to using a new position number
<b>Guidelines</b>	

<b>Action Description</b>	Retirement
<b>Reason Description</b>	Disability

<b>E-TRAC Notes</b>	Retirement Specialist (name) identified effective date.
<b>Required Forms</b>	Retirement Form, Attendance Form #634 and CALPERS form/documentation.
<b>Process Outside of E-TRAC</b>	Employee must complete all Retirement forms/documentation with SFSU Retirement Specialist; Approval Letter is received from CALPERS.
<b>Guidelines</b>	Refer to Collective Bargaining Agreement Article and CALPERS Guidelines.

<b>Action Description</b>	Retirement
<b>Reason Description</b>	Disability

<b>E-TRAC Notes</b>	Retirement Specialist (name) identified effective date.
<b>Required Forms</b>	Retirement Form, Attendance Form #634 and CALPERS form/documentation.
<b>Process Outside of E-TRAC</b>	Employee must complete all Retirement forms/documentation with SFSU Retirement Specialist; Approval Letter is received from CALPERS.
<b>Guidelines</b>	Refer to CALPERS Guidelines.

<b>Action Description</b>	Retirement
<b>Reason Description</b>	Service

<b>E-TRAC Notes</b>	Retirement Specialist (name) identified effective date.
<b>Required Forms</b>	Retirement Form, Attendance Form #634 and CALPERS form/documentation.
<b>Process Outside of E-TRAC</b>	Employee must complete all Retirement forms/documentation with SFSU Retirement Specialist; Approval Letter is received from CALPERS.
<b>Guidelines</b>	Refer to Collective Bargaining Agreement Article and CALPERS Guidelines.

<b>Action Description</b>	Retirement
<b>Reason Description</b>	Service

<b>E-TRAC Notes</b>	Retirement Specialist (name) identified effective date.
<b>Required Forms</b>	Retirement Form, Attendance Form #634 and CALPERS form/documentation.
<b>Process Outside of E-TRAC</b>	Employee must complete all Retirement forms/documentation with SFSU Retirement Specialist; Approval Letter is received from CALPERS.
<b>Guidelines</b>	Refer to CALPERS Guidelines.

<b>Action Description</b>	Return From Disability
<b>Reason Description</b>	Ret from IDL - Off Pay Stat

<b>E-TRAC Notes</b>	Ret from IDL - Workers' Comp
<b>Required Forms</b>	Medical Release/Certification
<b>Process Outside of E-TRAC</b>	Employee or HR notified dept to complete ETRAC; Medical certification was given to the Workers' Comp Coordinator or Leave Coordinator (name) identified effective dates.
<b>Guidelines</b>	Refer to Workers' Compensation Guidelines.

<b>Action Description</b>	Return From Disability
<b>Reason Description</b>	Ret from IDL/TD - On Pay Stat

<b>E-TRAC Notes</b>	Employee returning to Full (FTE) from IDL/TD
<b>Required Forms</b>	Medical Release/Certification
<b>Process Outside of E-TRAC</b>	Employee or HR notified dept to complete ETRAC; Medical certification was given to the Workers' Comp Coordinator or Leave Coordinator (name) identified effective dates.
<b>Guidelines</b>	Refer to Workers' Compensation Guidelines.

<b>Action Description</b>	Return From Disability
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<b>Reason Description</b>	Ret from NDI - Full Return
<b>E-TRAC Notes</b>	Ret from NDI - Full Return
<b>Required Forms</b>	Medical Release/Certification
<b>Process Outside of E-TRAC</b>	Employee or HR notified dept to complete ETRAC; Medical certification was given to the Workers' Comp Coordinator or Leave Coordinator (name) identified effective dates.
<b>Guidelines</b>	Refer to Collective Bargaining Agreement Article and Leave of Absence without pay Guidelines.

<b>Action Description</b>	Return From Disability
<b>Reason Description</b>	Ret from TD - Off Pay Stat
<b>E-TRAC Notes</b>	Employee or HR (name) notified dept of return.
<b>Required Forms</b>	Medical Release/Certification
<b>Process Outside of E-TRAC</b>	Employee or HR notified dept to complete ETRAC; Medical certification was given to the Benefits/Leave Coordinator (name) identified effective dates.
<b>Guidelines</b>	Refer to Collective Bargaining Agreement Article and Leave of Absence without pay Guidelines.

<b>Action Description</b>	Return From Disability
<b>Reason Description</b>	Return from NDI - Benefits Exp
<b>E-TRAC Notes</b>	Employee returning from disability.
<b>Required Forms</b>	Medical Release/Certification
<b>Process Outside of E-TRAC</b>	Employee or HR notified dept to complete ETRAC; Medical certification was given to the Benefits/Leave Coordinator (name) identified effective dates.
<b>Guidelines</b>	Refer to Collective Bargaining Agreement Article and Leave of Absence without pay Guidelines.

<b>Action Description</b>	Return From Work Break
<b>Reason Description</b>	Pending Approval
<b>E-TRAC Notes</b>	Employee pending Workers' Comp
<b>Required Forms</b>	Workers' Comp Forms
<b>Process Outside of E-TRAC</b>	Contact the Workers' Comp Specialist/Benefits/Leave Specialist.

<b>Guidelines</b>	Refer to Worker's Compensation and Leave of Absence Guideline
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<b>Action Description</b>	Return From Work Break
<b>Reason Description</b>	Return from Short Work Break

<b>E-TRAC Notes</b>	Employee return from IDL Workers' Comp (FT)
<b>Required Forms</b>	Medical Release/Certification
<b>Process Outside of E-TRAC</b>	Contact the Workers' Comp Specialist/Benefits/Leave Specialist.
<b>Guidelines</b>	Refer to Workers' Compensation Guidelines and Leave of Absence Guidelines.

<b>Action Description</b>	Return from Leave
<b>Reason Description</b>	Return from Paid LOA

<b>E-TRAC Notes</b>	Refer to Leave of Absence Determination Form [date].
<b>Required Forms</b>	Leave of Absence Form and/or Employee Memo identified Effective Date and Return from Leave Date.
<b>Process Outside of E-TRAC</b>	Approval memo and/or Leave Form from college/department for CLO or President/Designee approval.
<b>Guidelines</b>	Refer to Leave of Absence Guidelines.

<b>Action Description</b>	Return from Leave
<b>Reason Description</b>	Return from Unpaid LOA

<b>E-TRAC Notes</b>	Supervisor (name) or Leave Coordinator (name) identify effective dates and time base (FTE).
<b>Required Forms</b>	Leave of Absence Form and/or Employee Memo identified Effective Date and Return from Leave Date
<b>Process Outside of E-TRAC</b>	If the employee is returning prior to the expected return date (refer to Leave of Absence Form); then the employee must compose a memo to indicate change of expected return date.
<b>Guidelines</b>	Refer to Leave of Absence Guidelines

<b>Action Description</b>	Short Work Break
<b>Reason Description</b>	Off Pay Status

<b>E-TRAC Notes</b>	Benefits/Leave Specialist (name) identified effective date.
<b>Required Forms</b>	Dean/Administrator Memo
<b>Process Outside of E-TRAC</b>	Contact the Employee Relations Director or Workers' Comp Specialist/Benefits/Leave Specialist
<b>Guidelines</b>	Refer to Workers Compensation Guidelines and Leave of Absence Without Pay Guidelines

<b>Action Description</b>	Short Work Break
<b>Reason Description</b>	Pending Legal Action

<b>E-TRAC Notes</b>	Pending Result
<b>Required Forms</b>	Dean/Administrator Memo
<b>Process Outside of E-TRAC</b>	Contact the Employee Relations Director
<b>Guidelines</b>	Refer to Collective Bargaining Agreement Article

<b>Action Description</b>	Short Work Break
<b>Reason Description</b>	Pending NDI/IDL/TD/Disb Ret

<b>E-TRAC Notes</b>	Employee Pending NDI/IDL/TD/Disb Retirement
<b>Required Forms</b>	Workers' Compensation or Medical Certification or NDI Forms
<b>Process Outside of E-TRAC</b>	Contact the Workers' Comp Specialist/Benefits/Leave Specialist
<b>Guidelines</b>	Refer to Workers Compensation Guidelines and Leave of Absence Without Pay Guidelines

<b>Action Description</b>	Suspension
<b>Reason Description</b>	Suspension

<b>E-TRAC Notes</b>	Employee Relations Director/Designee (name) confirmed effective date.
<b>Required Forms</b>	Employee Notification from Employee Relations Manager
<b>Process Outside of E-TRAC</b>	Refer Labor Relations Memo and Suspension Guidelines
<b>Guidelines</b>	Refer to Collective Bargaining Agreement Article

<b>Action Description</b>	Termination
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<b>Reason Description</b>	Auto Resignation/AWOL
<b>E-TRAC Notes</b>	Employee Relations Director/Designee identified effective date.
<b>Required Forms</b>	Dean/Administrator Memo, Performance Evaluations and all employee notification.
<b>Process Outside of E-TRAC</b>	Employee must complete Attendance Form #634 and a Clearance appointment.
<b>Guidelines</b>	Refer to Performance Management Guidelines, Progressive Discipline Guidelines, Leave of Absence Guidelines.

<b>Action Description</b>	Termination
<b>Reason Description</b>	Cancelled Appointment
<b>E-TRAC Notes</b>	Employee did not work; no work time was reported.
<b>Required Forms</b>	
<b>Process Outside of E-TRAC</b>	
<b>Guidelines</b>	

<b>Action Description</b>	Termination
<b>Reason Description</b>	Death
<b>E-TRAC Notes</b>	
<b>Required Forms</b>	Death Certificate
<b>Process Outside of E-TRAC</b>	Employee's family notifies administrator and/or Human Resources Services Representative; HR will assist to complete all needed forms.
<b>Guidelines</b>	Contact HR, Services Representative/ Retirement Specialist

<b>Action Description</b>	Termination
<b>Reason Description</b>	Dismissal
<b>E-TRAC Notes</b>	Employee Relations Director/Designee identified effective date.
<b>Required Forms</b>	Dean/Administrator Memo, Performance Evaluations and all employee notification
<b>Process Outside of E-TRAC</b>	Employee must also complete Attendance Form #634 and schedule a Clearance appointment.
<b>Guidelines</b>	Refer to Performance Management Guidelines, Progressive Discipline Guidelines

<b>Action Description</b>	Termination
<b>Reason Description</b>	End Temporary Appointment
<b>E-TRAC Notes</b>	Employee's appointment is ending/not being reappointed.
<b>Required Forms</b>	Identify Last Day Physically Worked on the E-TRAC
<b>Process Outside of E-TRAC</b>	Employee must also complete Attendance Form #634 and schedule a Clearance appointment. Contact Payroll Specialist.
<b>Guidelines</b>	Refer to Clearance Guidelines.

<b>Action Description</b>	Termination
<b>Reason Description</b>	Rejected During Prob/NonRetentn
<b>E-TRAC Notes</b>	Employee Relations Director/Designee identified effective date.
<b>Required Forms</b>	Dean/Administrator Memo, Performance Evaluations and all employee notification
<b>Process Outside of E-TRAC</b>	Employee must complete Attendance Form #634 and schedule a Clearance appointment.
<b>Guidelines</b>	Refer to Performance Management Guidelines, Progressive Discipline Guidelines, Clearance Guidelines.

<b>Action Description</b>	Termination
<b>Reason Description</b>	Resignation
<b>E-TRAC Notes</b>	Employee is scheduled for a Clearance Procedure; Hand Delivered original resignation letter/memo to HR, Representative (name).
<b>Required Forms</b>	Original Employee resignation letter/memo.
<b>Process Outside of E-TRAC</b>	Employee must compose a resignation memo/letter, complete Attendance Form #634 and schedule a Clearance appointment. Contact Payroll Specialist
<b>Guidelines</b>	Refer to Clearance Guidelines

<b>Action Description</b>	Termination
<b>Reason Description</b>	Resignation - Better Job
<b>E-TRAC Notes</b>	Employee is scheduled for a Clearance Procedure; Hand Delivered original resignation letter/memo to HR, Representative (name)
<b>Required Forms</b>	Original Employee resignation letter/memo. Identify Last Physical Day Worked.

<b>Process Outside of E-TRAC</b>	Employee must compose a resignation memo/letter, complete Attendance Form #634 and schedule a Clearance appointment. Contact Payroll Specialist.
<b>Guidelines</b>	Refer to Clearance Guidelines

<b>Action Description</b>	Termination
<b>Reason Description</b>	Resignation - Better Pay

<b>E-TRAC Notes</b>	Employee is scheduled for a Clearance Procedure; Hand Delivered resignation letter/memo to HR, Representative (name)
<b>Required Forms</b>	Original Employee resignation letter/memo. Identify Last Physical Day Worked.
<b>Process Outside of E-TRAC</b>	Employee must compose a resignation memo/letter, complete Attendance Form #634 and schedule a Clearance appointment. Contact Payroll Specialist.
<b>Guidelines</b>	Refer to Clearance Guidelines

<b>Action Description</b>	Termination
<b>Reason Description</b>	Resignation – Dissatisfied

<b>E-TRAC Notes</b>	Employee is scheduled for a Clearance Procedure; Hand Delivered resignation letter/memo to HR, Representative (name)
<b>Required Forms</b>	Original Employee resignation letter/memo. Identify Last Physical Day Worked.
<b>Process Outside of E-TRAC</b>	Employee must compose a resignation memo/letter, complete Attendance Form #634 and schedule a Clearance appointment. Contact Payroll Specialist.
<b>Guidelines</b>	Refer to Clearance Guidelines

<b>Action Description</b>	Termination
<b>Reason Description</b>	Resignation - Personal Reasons

<b>E-TRAC Notes</b>	Employee is scheduled for a Clearance Procedure; Hand Delivered resignation letter/memo to HR, Representative (name).
<b>Required Forms</b>	Original Employee resignation letter/memo; refer to Last Physical Day Worked.
<b>Process Outside of E-TRAC</b>	Employee must compose a resignation memo/letter, complete Attendance Form #634 and schedule a Clearance appointment. Contact Payroll Specialist.
<b>Guidelines</b>	Refer to Clearance Guidelines

<b>Action Description</b>	Transfer
<b>Reason Description</b>	In Lieu - Recall Rights Waived

<b>E-TRAC Notes</b>	
<b>Required Forms</b>	
<b>Process Outside of E-TRAC</b>	Employee Relations Memo/Notification; Contact Employment Representative
<b>Guidelines</b>	Refer to Collective Bargaining Agreement

<b>Action Description</b>	Transfer
<b>Reason Description</b>	Involuntary Reassignment

<b>E-TRAC Notes</b>	Reassignment was approved by (name).
<b>Required Forms</b>	Position Description, Memo to the Employee, Work Schedule
<b>Process Outside of E-TRAC</b>	Position Description is reviewed and HR Services Representative identified Job Code, Grade; Employee Relations Director/Designee approved reassignment
<b>Guidelines</b>	Refer to Collective Bargaining Agreement

<b>Action Description</b>	Transfer
<b>Reason Description</b>	Medical Reasons

<b>E-TRAC Notes</b>	Reassignment was approved by (name).
<b>Required Forms</b>	Position Description, Memo to the Employee, Work Schedule
<b>Process Outside of E-TRAC</b>	Position Description is reviewed and HR Services Representative identified Job Code, Grade; Employee Relations Manager approved reassignment
<b>Guidelines</b>	Refer to Collective Bargaining Agreement

<b>Action Description</b>	Transfer
<b>Reason Description</b>	"Pay Plan Chg w/ Fin Settlement"

<b>E-TRAC Notes</b>	Faculty Appointment
<b>Required Forms</b>	
<b>Process Outside of E-TRAC</b>	
<b>Guidelines</b>	Refer to Collective Bargaining Agreement - R03

<b>Action Description</b>	Transfer
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<b>Reason Description</b>	Pay Plan Chg w/o Fin Settlemnt
<b>E-TRAC Notes</b>	Faculty Appointment
<b>Required Forms</b>	
<b>Process Outside of E-TRAC</b>	
<b>Guidelines</b>	Refer to Collective Bargaining Agreement - R03

<b>Action Description</b>	Transfer
<b>Reason Description</b>	Reinstatement - Prop Rejected
<b>E-TRAC Notes</b>	Reinstatement was approved by (name).
<b>Required Forms</b>	Labor Relations Memo, Position Description, Memo to the Employee, Work Schedule
<b>Process Outside of E-TRAC</b>	Employee Relations Memo/Notification
<b>Guidelines</b>	Refer to Collective Bargaining Agreement

<b>Action Description</b>	Transfer
<b>Reason Description</b>	Reinstatement - Temp Assign
<b>E-TRAC Notes</b>	Reinstatement was approved by (name).
<b>Required Forms</b>	Labor Relations Memo, Position Description, Memo to the Employee, Work Schedule
<b>Process Outside of E-TRAC</b>	Employee Relations Memo/Notification
<b>Guidelines</b>	Refer to Collective Bargaining Agreement

<b>Action Description</b>	Transfer
<b>Reason Description</b>	Voluntary Reassignment
<b>E-TRAC Notes</b>	Reassignment was approved by (name).
<b>Required Forms</b>	Position Description, Memo to the Employee, Work Schedule, Application/Resume
<b>Process Outside of E-TRAC</b>	Position Description is reviewed and HR Representative identified Job Code, Grade Step; Employee Relations Manager or HR Designee approved reassignment
<b>Guidelines</b>	Refer to Collective Bargaining Agreement

### 7.3. Employee Hire (HIR)

<b>Action Description</b>	Hire
<b>Reason Description</b>	Appointment
<b>E-TRAC Notes</b>	Identify the project name and supervisor name. employee's documentation is complete or Employee is scheduled to meet with [name of person].
<b>Required Forms</b>	Special Consultant Form or CEL appointment form, and Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Conditions of Employment #200, Oath of Allegiance STD #689, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide.
<b>Process Outside of E-TRAC</b>	Follow Recruitment/Appointment Guidelines and/or Special Consultant/Independent Contractor Guidelines: draft a position description and identify Job Code; after the Job Code is identified complete recruitment packet or special consultant packet; you may need to post position, interview, recommend to hire, complete Recommendation Form #171 and return applications/resume to HR; for special consultant, no posting required; HR will contact you to complete an E-TRAC. For Social Security Number and Date of Birth for a current employee, you may use SFSU ID.
<b>Guidelines</b>	Refer to Recruitment Guidelines, Non-Posted Emergency Hire Guidelines, Compensation Guidelines.

<b>Action Description</b>	Hire
<b>Reason Description</b>	Appointment
<b>E-TRAC Notes</b>	Retired Annuitant; Employee's documentation is complete or Employee is scheduled to meet with (name): Employee was informed to monitor hours worked per fiscal year. Empl Class: Rehired Annuit
<b>Required Forms</b>	Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Conditions of Employment #200, Oath of Allegiance STD #689, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide.
<b>Process Outside of E-TRAC</b>	Follow Recruitment Guidelines: draft a position description and identify Job Code; after the Job Code is identified: complete recruitment packet, post position, interview, recommend to hire, complete Recommendation Form #171 and return applications/resume to HR.
<b>Guidelines</b>	Refer to Recruitment Guidelines, Non-Posted Emergency Hire Guidelines, Compensation Guidelines

<b>Action Description</b>	Hire (Emergency or Short Term Hire)
<b>Reason Description</b>	Appointment (Not for E-TRAC Creator)

<b>E-TRAC Notes</b>	(Name of HR Reviewer) approved job code for posting. Employee accepted Job # - OR- This is an Emergency Hire (# of days). Employee's documentation is complete or Employee is scheduled to meet with (name). Empl Class: Emergency Hire
<b>Required Forms</b>	Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Conditions of Employment #200, Oath of Allegiance STD #689, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide.
<b>Process Outside of E-TRAC</b>	Follow Recruitment Guidelines: Complete a position description and identify Job Code; after the Job Code is identified. For Social Security number and Date of Birth for the current employee, you may use SFSU ID.
<b>Guidelines</b>	Refer to Recruitment Guidelines, Non-Posted Emergency Hire Guidelines, Compensation Guidelines

<b>Action Description</b>	Hire (New Hire or Concurrent Hire)
<b>Reason Description</b>	Appointment

<b>E-TRAC Notes</b>	Name of HR Reviewer) approved job code for posting. Employee accepted Job # - OR- This is an Emergency Hire (# of days). Employee's documentation is complete or Employee is scheduled to meet with (name)
<b>Required Forms</b>	Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Conditions of Employment #200, Oath of Allegiance STD #689, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide.
<b>Process Outside of E-TRAC</b>	Follow Recruitment Guidelines: draft a position description and identify Job Code; after the Job Code is identified: complete recruitment packet, post position, interview, recommend to hire, complete Recommendation Form #171 and return applications/resume to HR; HR, Services may contact you to complete ETRAC. For Social Security Number and Date of Birth for Current Employee, you may use SFSU ID.
<b>Guidelines</b>	Refer to Recruitment Guidelines, Non-Posted Emergency Hire Guidelines, Compensation Guidelines

<b>Action Description</b>	Hire
<b>Reason Description</b>	Appt Former Employee Prior PS

<b>E-TRAC Notes</b>	(Name of HR Reviewer) approved job code for posting. Employee accepted Job #. Employee's documentation is complete or Employee is scheduled to meet with (name)
<b>Required Forms</b>	Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Conditions of Employment #200, Oath of Allegiance STD #689, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide.

<b>Process Outside of E-TRAC</b>	Follow Recruitment Guidelines: draft a position description and identify Job Code; after the Job Code is identified: complete recruitment packet, post position, interview, recommend to hire, complete Recommendation Form #171 and return applications/resume to HR; HR, Services may contact you to complete E-TRAC. For Social Security Number and Date of Birth for Current Employee, you may use SFSU ID.
<b>Guidelines</b>	Refer to Recruitment Guidelines, Non-Posted Emergency Hire Guidelines, Compensation Guidelines.

<b>Action Description</b>	Employee Hire
<b>Reason Description</b>	Concurrent Job

<b>E-TRAC Notes</b>	Concurrent Employee
<b>Required Forms</b>	Employee may update Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide.
<b>Process Outside of E-TRAC</b>	Follow Recruitment Guidelines: draft a position description and identify Job Code; after the Job Code is identified: complete recruitment packet, post position, interview, recommend to hire, complete Recommendation Form #171 and return applications/resume to HR; HR, Services may contact you to complete ETRAC; pay particular attention to additional/overload appointment guidelines.
<b>Guidelines</b>	Refer to Recruitment Guidelines, Non-Posted Emergency Hire Guidelines, Compensation Guidelines

<b>Action Description</b>	Employee Hire (Special Consultant or CEL Appointment)
<b>Reason Description</b>	Concurrent Job

<b>E-TRAC Notes</b>	Employee's Concurrent Job Identify the Project name and supervisor name; Employee's documentation is complete or Employee is scheduled to meet with (name); Concurrent Employee
<b>Required Forms</b>	Special Consultant Form or CEL appointment form, and Employee may update Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide.
<b>Process Outside of E-TRAC</b>	Follow Recruitment/Appointment Guidelines and/or Special Consultant/Independent Contractor Guidelines: draft a position description and identify Job Code; after the Job Code is identified complete recruitment packet or special consultant packet; you may need to post position, interview, recommend to hire, complete Recommendation Form #171 and return applications/resume to HR; for special consultant, no posting required.
<b>Guidelines</b>	Refer to Recruitment Guidelines, Non-Posted Emergency Hire Guidelines, Compensation Guidelines.



<b>Action Description</b>	Rehire
<b>Reason Description</b>	Rehire
<b>E-TRAC Notes</b>	(Name of HR Reviewer) approved job code for posting. Employee accepted Job #. Employee's documentation is complete or Employee is scheduled to meet with (name).
<b>Required Forms</b>	Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Conditions of Employment #200, Oath of Allegiance STD #689, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide.
<b>Process Outside of E-TRAC</b>	Follow Recruitment Guidelines: draft a position description and identify Job Code; after the Job Code is identified: complete recruitment packet, post position, interview, recommend to hire, complete Recommendation Form #171 and return applications/resume to HR; HR, Services may contact you to complete E-TRAC. For Social Security Number and Date of Birth for Current Employee, you may use SFSU ID.
<b>Guidelines</b>	Refer to Recruitment Guidelines, Non-Posted Emergency Hire Guidelines, Compensation Guidelines.

<b>Action Description</b>	Rehire (Special Consultant or CEL Appointment)
<b>Reason Description</b>	Rehire
<b>E-TRAC Notes</b>	Identify the Project name and supervisor name; Employee's documentation is complete or Employee is scheduled to meet with (name).
<b>Required Forms</b>	Special Consultant Form or CEL appointment form, and Sign-In Forms: Biographical #002 form, Application form, I-9 Form/Certification, Conditions of Employment #200, Oath of Allegiance STD #689, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide.
<b>Process Outside of E-TRAC</b>	Follow Recruitment/Appointment Guidelines and/or Special Consultant/Independent Contractor Guidelines: draft a position description and identify Job Code; after the Job Code is identified complete recruitment packet or special consultant packet; you may need to post position, interview, recommend to hire, complete Recommendation Form #171 and return applications/resume to HR; for special consultant, no posting required; HR, Services may contact you to complete ETRAC. For Social Security Number and Date of Birth for Current Employee, you may use SFSU ID.
<b>Guidelines</b>	Refer to Recruitment Guidelines, Non-Posted Emergency Hire Guidelines, Compensation Guidelines.

## 7.4. Change Vacant Position (CPS)

<b>Action Description</b>	(Vacant) Position Change
<b>Reason Description</b>	End Temp Job Reclassification

<b>E-TRAC Notes</b>	PD was reviewed/approved by HR Services Representative (name)
<b>Required Forms</b>	Position Description
<b>Process Outside of E-TRAC</b>	Complete position description and receive approval for new/change of Job Code and/or Grade/Range/Skill Level. Refer to the Recruitment process and Classification Standards. For funding changes, contact Budget Specialist.
<b>Guidelines</b>	Refer to Budget Procedures/Guidelines and Classification Program for Non-Faculty Bargaining Units

<b>Action Description</b>	(Vacant) Position Change
<b>Reason Description</b>	In-Class Progress/Range Elev

<b>E-TRAC Notes</b>	PD was reviewed/approved by HR Services Representative (name)
<b>Required Forms</b>	Position Description
<b>Process Outside of E-TRAC</b>	Complete position description and receive approval for new/change of Job Code and/or Grade/Range/Skill Level. Refer to the Recruitment process and Classification Standards. For funding changes, contact Budget Specialist.
<b>Guidelines</b>	Refer to Budget Procedures/Guidelines and Classification Program for Non-Faculty Bargaining Units

<b>Action Description</b>	(Vacant) Position Change
<b>Reason Description</b>	Job Reclassification

<b>E-TRAC Notes</b>	PD was reviewed/approved by HR Services Representative (name)
<b>Required Forms</b>	Position Description
<b>Process Outside of E-TRAC</b>	Complete position description and receive approval for new/change of Job Code and/or Grade/Range/Skill Level. Refer to the Recruitment process and Classification Standards. For funding changes, contact Budget Specialist.
<b>Guidelines</b>	Refer to Budget Procedures/Guidelines and Classification Program for Non-Faculty Bargaining Units

<b>Action Description</b>	(Vacant) Position Change
<b>Reason Description</b>	Temporary Job Reclassification

<b>E-TRAC Notes</b>	PD was reviewed/approved by HR Services Representative (name)
<b>Required Forms</b>	Position Description
<b>Process Outside of E-TRAC</b>	Complete position description and receive approval for new/change of Job Code and/or Grade/Range/Skill Level. Refer to the Recruitment process and Classification Standards. For funding changes, contact Budget Specialist.

<b>Guidelines</b>	Refer to Budget Procedures/Guidelines and Classification Program for Non-Faculty Bargaining Units
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## 7.5. New Position (NPS)

<b>Action Description</b>	Position Change
<b>Reason Description</b>	New Position
<b>E-TRAC Notes</b>	PD was reviewed/approved by HR Services Representative (name)
<b>Required Forms</b>	Position Description
<b>Process Outside of E-TRAC</b>	Complete position description and receive approval for new/change of Job Code and/or Grade/Range/Skill Level. For funding changes, contact Budget Specialist.
<b>Guidelines</b>	Refer to Recruitment Guidelines and Classification Standards

## 7.6. Other: Non-ETRAC

<b>Action Description</b>	Data Change
<b>Reason Description</b>	License/Certification Update

<b>E-TRAC Notes</b>	
<b>Required Forms</b>	Employee must present Original License/Certificate to Administrator/Designee; copy of license to Human Resources
<b>Process Outside of E-TRAC</b>	Update license/certificate information with HR.
<b>Guidelines</b>	EE or Admin Designee could submit the update

<b>Action Description</b>	Data Change
<b>Reason Description</b>	Education/Degree Update

<b>E-TRAC Notes</b>	
<b>Required Forms</b>	Employee completes a Biographical Form 002 and submits to HR
<b>Process Outside of E-TRAC</b>	
<b>Guidelines</b>	BIO 002 is passed to each HR functional unit

<b>Action Description</b>	Data Change
<b>Reason Description</b>	Change Non-Citizen Status

<b>E-TRAC Notes</b>	
<b>Required Forms</b>	Employee completes a Biographical Form 002 and shows the original VISA change/extension; completes/verify to update I-9 form
<b>Process Outside of E-TRAC</b>	Contact Human Resources Representative.
<b>Guidelines</b>	BIO 002 is passed to each functional unit