1. Terms & Definitions

1.1. New Position Field Definitions

The following field definitions are provided for your reference. These are field definitions for the New Position Request page only, and do not apply to search functions such as the Vacant Positions search page.

E-TRAC ID	Display Only	Yes
	Required	Yes
	Default	The value will default as New until the transaction is saved and a number is generated by the system.
	SFSU Use	The E-TRAC ID is used to track E-TRAC transactions. This number is generated by the system in a sequential order once a transaction is saved. Make note of this number in order to easily retrieve prior transactions.
	Values	Reference table for values.

Effective Date	Display Only	No
	Required	Yes
	Default	The field will be blank until you type a value or select a value from the calendar icon. The calendar box will default with the current date highlighted.
	SFSU Use	This field contains the date when the first row of position information and the position details becomes or became effective. This can be a past, current or future date. Note: When hiring someone into this position the dates must coordinate. The position will not be available or effective to hire someone into until this date is entered.

	Values	Reference table for values.
Department	Display Only	No
	Required	Yes
	Default	The Department ID will default to the department of the E-TRAC user.
	SFSU Use	The Department ID is a PeopleSoft value used to track the SFSU organization structure and security hierarchy. Users will only be able to create E-TRAC transactions for their own departments and the departments which report to them.
	Values	Reference table for values.
Location	Display Only	No
	Required	Yes
	Default	The Location Code defaults to On Campus.
	SFSU Use	This field displays the job location for the position being created. The default for this field is On Campus which can be overwritten if necessary.
	Values	There are three values to select from: ORSP for ORSP employees only. Off Campus for employees who work off campus. On Campus for employees that work at the main campus.
Job Code	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This field identifies the job classification of the employee per the CSU salary schedule.
	Values	Reference table for values.
Regular/ Temporary	Display Only	No
	Required	Yes
	Default	Defaults to Regular
	SFSU Use	This field identifies the position as Regular or Temporary. The default of this field is Regular; override if necessary. Positions are defined as permanently or temporarily funded, not whether the employee assigned to the position is regular or temporary.
	Values	There are two values for this field: Regular or Temporary.
Union Code	Display Only	Yes
	Required	Yes
	Default	Defaults once the Job Code is selected.
	SFSU Use	The Union Code is known to SFSU as Bargaining Unit. The Union Code is determined by Job Code which defaults from the CSU salary schedule.
	Values	Reference table for values.
Grade	Display Only	No

	Required	Yes
	Default	Defaults to the lowest grade for the Job Code selected.
	SFSU Use	The Salary Grade is known to SFSU as the range for the classification code. This value will default to the lowest range for the job code selected.
	Values	The values in this field are determined by the Job Code selected.

Step	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This field is used to indicate the salary step for some classifications within unit R08 and R03 only.
	Values	Reference table for values.

FTE	Display Only	No
	Required	Yes
	Default	Defaults to 1.00
	SFSU Use	This value is currently known to San Francisco State as Time Base. This field contains the calculated percentage of standard hours for the position and the standard work period. A position with an FTE of 1.00 (100% of the full-time equivalency) equals a full-time time base. FTE on the Employee Hire request does relate to an employee holding the position.
	Values	Reference table for values.

Min/Month	Display Only	Yes
	Required	Yes
	Default	Defaults to the minimum salary amount for the Job Code/Range selected.
	SFSU Use	This field contains the minimum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new minimum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.
	Values	Reference table for values.

Max/Month	Display Only	Yes
	Required	Yes
	Default	Defaults to the maximum salary amount for the Job Code/Range selected.
	SFSU Use	This field contains the maximum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new maximum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.
	Values	Reference table for values.

Full/Part Time	Display Only	No
	Required	Yes
	Default	Defaults to Full-Time.

	SFSU Use	This field indicates whether the position is full-time or part-time based on a standard 40 hour work week. The default is Full-Time; override if necessary. Therefore, if the position is less than 40 hours a week select the Part-Time value.
	Values	None

Funding Source	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This field is used by the department to indicate the funding source for the position. This is a free form field, which serves as a link back to the current accounting system.
	Values	Reference table for values.

Reports To	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The Reports To field is used to indicate the position number that the new position will report to, which is used in organization reporting. This selection should contain the appropriate administrator supervising this position.
	Values	The valid values for this field will be M80s (MPP) and Department Chairs. The user may have to search by incumbent name to locate the Reports To position number.

Title	Display Only	Yes
	Required	Yes
	Default	Defaults from Job Code
	SFSU Use	The standard title for the job classification which can be changed if necessary as in the case with MPP positions
	Values	Reference table for values.

User ID	Display Only	Yes
	Required	Yes
	Default	Defaults to the current user.
	SFSU Use	This value indicates the ID of the current E-TRAC user, which will be used to identify any notes that they create.
	Values	Reference table for values.

Date/Time	Display Only	Yes
	Required	Yes
	Default	Defaults to the current date and time.
	SFSU Use	These fields are used to time stamp any notes entered by the user.
	Values	Reference table for values.

Notes	Display Only	No

Required	Optional
Default	None
SFSU Use	A virtual post-it note. To be used in cases where the E-TRAC user needs to add supplementary information, or pose a question or comment to the subsequent users. The training will identify certain processes or business conditions that require the use of notes.
Values	Reference table for values.

1.2. Vacant Position Change Field Definitions

The following field definitions are provided for your reference. Depending on the E-TRAC Action and Reason combination you select, any number of the following fields may display and/or be available for update.

Effective Date	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This field contains the date when the employee change becomes or became effective.
	Values	Reference table for values.

Department	Display Only	None
	Required	Yes
	Default	The Department ID will default to the department of the E-TRAC user.
	SFSU Use	The Department ID is the basic component of the organization structure and security hierarchy. Users will only be able to create E-TRAC transactions for their on departments.
	Values	Reference table for values.

Location	Display Only	No
	Required	Yes
	Default	The Location Code defaults to On Campus.
	SFSU Use	This field displays the job location for the position being created. The default for this field is On Campus which can be overwritten if necessary.
	Values	There are three values to select from: ORSP for ORSP employees only Off Campus for employees who work off campus On Campus for employees that work at the main campus

Job Code	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This field identifies the job classification of the employee per the CSU salary schedule.
	Values	Reference table for values.

Regular/ Temporary	Display Only	No
	Required	Yes
	Default	Defaults to Regular.
	SFSU Use	This field identifies the position as Regular or Temporary. The default of this field is Regular; override if necessary. Positions are defined as permanently or temporarily funded, not whether the employee assigned to the position is regular or temporary.
	Values	There are two values for this field: Regular and Temporary.

Full-Time / Part-Time	Display Only	No
	Required	Yes
	Default	Defaults to Full-Time
	SFSU Use	This field indicates whether the position is full-time or part-time based on a standard 40 hour work week. The default is Full-Time; override if necessary. Therefore, if the position is less than 40 hours a week it should be identified as a Part-Time position.
	Values	Reference table for values.

Reports To	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The Reports To field is used to indicate the position number that the new position will report to, which is used in organization reporting. This section should contain the appropriate administrator supervising this position.
	Values	The valid values for this field will be M80s (MPP) and Department Chairs. The user may have to search by incumbent name to locate the Reports To position number.

Title	Display	No

	Only	
	Required	Yes
	Default	Defaults to the description for the Job Code.
	SFSU Use	The title should reflect the official title of the job classification; with the exception of MPP positions.
	Values	Reference table for values.

Max/Month	Display Only	Yes
	Required	Yes
	Default	Defaults to the maximum salary amount for the Job Code/Range selected.
	SFSU Use	This field contains the minimum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new minimum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.
	Values	Reference table for values.

Full/Part-Time	Display Only	No
	Required	Yes
	Default	Defaults to Full-Time
	SFSU Use	This field indicates whether the position is Full-Time or Part-Time based on a standard 40 hour work week. The default is Full-Time; override if necessary. Therefore, if the position is less than 40 hours a week it should be identified as a Part-Time position.
	Values	Full-Time and Part-Time

Funding Source	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This field is used by the department to indicate the funding source for the position. This is a free form field, which serves as a link back to the current accounting system.
	Values	Reference table for values.

1.3. New Hire Field Definitions

The following field definitions are provided for your reference. Depending on the E-TRAC Action and Reason combination you select, any number of the following fields may display and/or be available for update.

Social Security Number	Display Only	No
	Default	None
	SFSU Use	This field is used to determine if the individual being appointed is already in the PeopleSoft system. The SSN is also the link to the current State Controller's Office system so it is especially important to ensure accuracy.
	Values	None

E-TRAC ID	Display Only	Yes
	Required	Yes
	Default	The value will default to NEW until the transaction is saved and a number is generated by the system.
	SFSU Use	The E-TRAC ID is used to track E-TRAC transactions. This number is generated by the system in a sequential order once a transaction is saved. Make note of this number in order to easily retrieve prior transactions.
	Values	None

Effective Date	Display Only	No
	Required	Yes
	Default	This value will default to the current date.
	SFSU Use	This field contains the date when the new hire becomes effective. This can be a historical, current or future date. Note: the date of the hire must coincide with the date of the position. The position will not be available or 'effective' to hire someone into until this date.
	Values	None

First Name	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	Type the employee's first name. The name should be typed in mixed case. If there is only one first name, insert a space.
	Values	None

Middle Name	Display Only	No

	Required	No
	Default	None
	SFSU Use	Type the employee's middle name if they have one. The name should be typed in mixed case and spelled out. If the middle name is only one letter, capitalize the letter. If there is no middle name, leave this field blank. Type only alpha characters— commas and periods can negatively affect name formats for reports.
	Values	None

Last Name	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	Type the employee's last name. The name should be typed in mixed case.
	Values	None

Country	Display Only	No
	Required	Yes
	Default	Defaults to USA
	SFSU Use	This field contains the country in which the employee lives. This field controls the format of the remaining address fields.
	Values	Reference table for values.

Address 1	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The employee's street address should be typed here in its entirety. For example, if an employee lives at 1300 Bay Street Apartment 7, this entire address should be typed as one line in the Address 1 field. This is a portion of the legal address and will be used for W-2 and other legal reporting.
	Values	None

City	Display Only	No
	Required	No

	Default	None
	SFSU Use	The city of the employee's address. This is a portion of the employee's legal address and will be used for W-2 and other legal reporting. The name of the employee's city should be completely spelled; no abbreviations such as (SF) will be accepted.
	Values	None

Postal	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The postal field is used for the zip code.
	Values	None

State	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The two digit code for the employee's state. This is a portion of the legal address and will be used for W-2 and other legal reporting.
	Values	Reference table for values.

Position Number	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The position number is a system generated code that identifies the position the employee will be filling. Unlike the current position number used at SFSU, there is no meaning built into the E-TRAC position number. Instead, there are many data that are associated with the position record that can be searched or reported on (agency unit).
	Values	Reference table for values.

Department	Display Only	Yes
	Required	Yes
	Default	The Department ID will default to the department of the E-TRAC user.

	SFSU Use	The Department ID is the basic component of the organization structure and security hierarchy. Users will only be able to create E-TRAC transactions for their own departments.
	Values	Reference table for values.

FTE	Display Only	No
	Required	No
	Default	This value will default based on what was established for the position.
	SFSU Use	This value is currently known to San Francisco State as time base. This field contains the calculated percentage of standard hours for the position and the standard work period. A position with an FTE of 1.0 (100%ofthe full-time equivalancy) equals a full-time time base. FTE on the Employee Hire request relates to an employee holding the position.
	Values	Reference table for values.

Job Code	Display Only	Yes
	Required	Yes
	Default	None
	SFSU Use	This field identifies the job classification of the employee per the CSU salary schedule.
	Values	Reference table for values.

Empl Class	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The Employee Class field is used to designate the Empl Class for an employee.
	Values	There are 11 values to select from to designate an Employee Class.
		1. FERP - this value is used to denote faculty early retirement program participants
		2. Immediate Pay - this is used for appointments that involve immediate pay (which include job codes 4660, 2357, 2363, 2322 or 2356)
		3. Pre-Retirement Reduction in Time Base – Pre-retirement Reduction in Time Base participant
		4. Regular – Regular probationary and permanent appointments
		5. Rehired Annuitant – This field is used to denote rehired annuitants
		6. Student – This empl class is used for student appointments. This includes

job codes 1870, 1871, 1872, 1874, 1875, and 1876

7. Temporary – this value should be selected for all temporary appointments that have a designated end date

8. Acting Appointment – This value should be used for acting appointments

9. Emergency Hire – This value should be used for all non posted positions

10. Non-employee – why would we use this?

11. Temp 3 year – This value is used to denote temporary faculty that are appointed for a three year period of time.

Appt End Date	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	Depending on the Empl Class value selected, the user may be prompted to type an appointment end date. For example, when a user selects an Employee Class of Temporary, the Appt End date field will display.
	Values	None

Immediate Pay	Display Only	No
	Required	Yes
	Default	This value defaults to non-selected
	SFSU Use	The Immediate pay checkbox should be selected in cases where the employee is going to be paid based on a number of days or hours worked. Immediate pay is a special situation which is unique to jobs codes 4660, 2357, 2363, 2322, and 2356.
	Values	None

Rate Code	Display Only	No
	Required	Yes
	Default	This value defaults to CSUMTH
	SFSU Use	The rate code field signifies whether the new hire is compensated as a salaried, hourly or immediate pay employee.
	Values	Although several values will appear in the search record for this field, there are only three that are used by SFSU: CSUHRL - Hourly Rate Pay CSUMTH - Monthly Rate Pay DLYRTE - Immediate Daily Pay For hourly employees (non -CSEA) choose the value CSU HRLY, for all other employees use value CSU MTH.

		All employees except hourly choose CSU MTH.

Comp Rate	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The Comp Rate reflects the actual salary that the employee will be paid based on the compensation rate noted above.
	Values	None

Min	Display Only	Yes
	Required	Yes
	Default	Defaults to the minimum salary amount for the Job Code/Range selected.
	SFSU Use	Defaults to the minimum salary amount for the Job Code/Range selected.
	Values	This field contains the minimum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new minimum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

Max	Display Only	Yes
	Required	Yes
	Default	Defaults to the maximum salary amount for the Job Code/Range selected.
	SFSU Use	Defaults to the maximum salary amount for the Job Code/Range selected.
	Values	This field contains the maximum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new maximum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

Sal Plan	Display Only	Yes
	Required	Yes
	Default	This value will default based on what was established for the position.
	SFSU Use	The Salary Plan identifies those Job Codes that share the same Salary Grade information. It is simply a grouping of salary data e.g. salary, range

		minimum and maximum, FLSA status, affirmative action coding, overtime eligibility, and occupational index.
	Values	None

Salary Grade	Display Only	Yes
	Required	Yes
	Default	This value will default based on what was established for the position.
	SFSU Use	The Salary Grade is known to SFSU as the range for the classification code. This value will default to the lowest range for the job code selected.
	Values	None

1.4.   Employee Change Field Definitions

The following field definitions are provided for your reference. Depending on the E-TRAC Action and Reason combination you select, any number of the following fields may display and/or be available for update.

Effective Date	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This field contains the date when the employee change becomes or became effective. This can be a historical, current or future date. The employee change will not be active or 'effective' until the beginning of this business day.
	Values	Note that in the case of a termination the effective date is the first day that the employee is terminated; i.e. the day after the last day worked.

Employee ID	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The employee ID is a number assigned by the system to an employee record. Unlike the employee ID previously used by SFSU, this number does not have any special meaning or relationship with social security number.
	Values	Reference table for values.

Empl Record	Display Only	No

Number	Required	Yes
	Default	Defaults based on Empl ID
	SFSU Use	Employees in the system can have multiple job assignments. The Empl Record Number denotes each of these records. The employee's first Empl Record Number is 0 and the second would be 1.
	Values	Reference table for values.

Status	Display Only	Yes
	Required	Yes
	Default	Defaults based on the latest job action.
	SFSU Use	The status of the employee is determined by the system based on the latest job action. For example, a new hire has an Active status and an employee currently on LOA has a Leave of Absence status.
	Values	Reference table for values.

Action	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The action classifies the type of employee change. These represent general categories of personnel actions, the broadest of which is the Data Change
	Values	Reference table for values.

Reason	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The reason field provides further details about the action.
	Values	Reference table for values.

Appointment End Date	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The date that a temporary appointment expires and is reflected as of the Close of Business. For temporary employees appointed academic year assignments, Appointment End Date must denote the last date of the appointed quarter, semester or academic year, in accordance with the campus' academic calendar. Appointment end Date is used to determine benefits eligibility and must not be used to indicate the ending date of pay.
	Values	Reference table for values.

Comp Rate	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The Comp Rate reflects the actual salary that the employee will be paid based on the compensation rate noted above.
	Values	Reference table for values.

Comp Rate Code	Display Only	No
	Required	Yes
	Default	This value defaults to CSUMTH.
	SFSU Use	The rate code field signifies whether the new hire is compensated as a salaried, hourly or immediate pay employee.
	Values	Reference table for values.

Days/Units	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	Immediate pay employee salaries are entered as days and units of pay.
	Values	Reference table for values.

Department	Display Only	No
	Required	Yes
	Default	The Department ID will default to the department of the E-TRAC user.
	SFSU Use	The Department ID is the basic component of the organization structure and security hierarchy. Users will only be able to create E-TRAC transactions for their own departments.
	Values	Reference table for values.

Expected Return Date	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This is the date an employee is expected to return when place on a full Leave of Absence, Layoff, Short Work Break, Short Term Disability with Pay, Paid Leave of Absence, or Suspension.
	Values	Reference table for values.

FTE	Display Only	No
	Required	Yes
	Default	Defaults to 1.00
	SFSU Use	This value is currently known to San Francisco State as time base. This field contains the calculated percentage of standard hours for the position and the standard work period. A position with an FTE of 1.0 (100% of the full-time equivalency) equals a full-time time base. FTE on the Employee Hire request does relate to an employee holding the position.
	Values	Reference table for values.

Full-Time/Part-Time	Display Only	No
	Required	Yes
	Default	Defaults to Full-Time.
	SFSU Use	This field indicates whether the position is full-time or part-time based on a standard 40 hour work week. The default is Full-Time; override if necessary. Therefore, if the position is less than 40 hours a week it should be identified as Part-Time position.
	Values	Reference table for values.

Last Date Worked	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This is the date that the employee last worked, regardless of whether payroll was generated beyond that date.
	Values	Reference table for values.

Min	Display Only	Yes
	Required	Yes
	Default	Defaults to the minimum salary amount for the Job Code/Range selected.
	SFSU Use	Defaults to the minimum salary amount for the Job Code/Range selected.
	Values	This field contains the minimum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new minimum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

Max	Display Only	Yes
	Required	Yes
	Default	Defaults to the maximum salary amount for the Job Code/Range selected.
	SFSU Use	Defaults to the maximum salary amount for the Job Code/Range selected.
	Values	This field contains the minimum salary amount allowed for the position based on a combination of the Job Code/Range. If a new range is selected the screen will update with a new minimum value. This data displays in order to provide the user with the information necessary to determine the correct salary amount for this position.

Notes	Display Only	No
	Required	No
	Default	None
	SFSU Use	To be used in cases where the E-TRAC user needs to add supplementary information, or pose a question or comment to the subsequent users. The Action Reason Reference Guide will identify certain processes or business conditions that require the use of notes.
	Values	Reference table for values.

Position Number	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The position number is a system generated code that identifies the position the employee will be filling. Unlike the current position number used at SFSU there is no meaning built into the E-TRAC position number. Instead, there are many data elements that are associated with the position record that can be searched or reported on such as Agency and Unit.
	Values	Reference table for values.

Probation Code	Display Only	No
	Required	No
	Default	None
	SFSU Use	This field is used in conjunction with the Probation End Date to identify the employee's probationary or tenure status.
	Values	Reference table for values.

Probation Date	Display Only	No
	Required	Yes

	Default	None
	SFSU Use	If the probation code selected indicates that the employee is probationary, the user will be required to enter a Probation End Date. This is the date that the employee's probationary period ends.
	Values	Reference table for values.

Regular/ Temporary	Display Only	No
	Required	Yes
	Default	Defaults to Regular
	SFSU Use	This field identifies the position as Regular or Temporary. The default of this field is Regular; override if necessary. Positions are defined as permanently or temporarily funded, not whether the employee assigned to the position is regular or temporary
	Values	There are two values for this field, Regular and Temporary.

Salary Grade	Display Only	No
	Required	Yes
	Default	Defaults to the lowest grade for the Job Code selected.
	SFSU Use	The Salary Grade is known to SFSU as the range for the classification code. This value will default to the lowest range for the job code selected.
	Values	The values in this field are determined by the Job Code selected.

1.5.   Express Reappointments Field Definitions

The following field definitions are provided for your reference. These are field definitions for the New Position Request page only, and do not apply to search functions such as the Vacant Positions search page.

Dept ID	Display Only	No
	Required	Yes
	Default	The Department ID will default to the department of the E-TRAC user.
	SFSU Use	The Department ID is a PeopleSoft value used to track the SFSU organization structure and security hierarchy. Users will only be able to request E-TRAC transactions for their own departments and the departments which report to them.
	Values	

Year	Display Only	No

	Required	Yes
	Default	None
	SFSU Use	The current fiscal year that the student begins work.
	Values	Year must be in YYYY format, e.g. 2005.

Term	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	The time frame of the appointment.
	Values	Fall, Spring, Summer

Type	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	This refers to the type of reappointment that is being requested. The value selected determines the employee information that will display.
	Values	Bridge Stdnt Reappts Faculty FTE Changes Faculty Reappts 12 mo Faculty Reappts AY Student Reappts

Effective Date	Display Only	Appears as Grayed
	Required	Yes
	Default	Defaults based on values entered in the year and term boxes.
	SFSU Use	This is the date that the reappointment is effective.
	Values	

1.5.1.   Main Tab

Empl ID	Display Only	Yes
	Required	Yes
	Default	Defaults based on the incumbent occupying the position.
	SFSU Use	The employee ID is a number assigned by the system to an employee record. Unlike the employee ID previously used by SFSU, this number does not have any special meaning or relationship with social security number.
	Values	

Empl Rcd #	Display Only	Yes
	Required	Yes
	Default	Defaults based on the number of positions that the employee occupies that are in HRMS (Human Resources Management System).
	SFSU Use	Employees in the system can have multiple job assignments. The employee record number denotes each of these records. The employee's first record number is **0**, the second record number would be **1**, and so on.
	Values	

Name	Display Only	Yes
	Required	Yes
	Default	Defaults based on the employee's name.
	SFSU Use	The name will display last name first.
	Values	

Job Code	Display Only	Yes
	Required	Yes
	Default	Defaults based on the job classification of the employee.
	SFSU Use	Job code identifies the job classification of the employee per the CSU salary schedule.
	Values	

Description	Display Only	Yes
	Required	Yes
	Default	Defaults based on the job code displayed.
	SFSU Use	The description of the job code is what was previously known as **class title**.
	Values	

Appt. Dur	Display Only	No
	Required	Yes
	Default	None
	SFSU Use	Appointment End date changes based on the value selected in this field.
	Values	1 month, 1 Semester, 1 Year, 3 Years

Appt. End	Display Only	Yes
	Required	Yes
	Default	Defaults based on the appointment duration selected.
	SFSU Use	The appointment end date will default based on the appointment duration selected in the **Appt. Dur** menu, i.e. end of semester or academic year.
	Values	

Status	Display Only	No
	Required	Yes
	Default	Defaults based the status of the transaction. If the employee has been reappointed the field will display **Hired** if the employee has not yet been reappointed, the field will display **Pending**.
	SFSU Use	The Status field indicates to the creator whether or not they are requesting a duplicate reappointment.
	Values	Hired, Pending

1.5.2. Compensation Tab

Effective Date	Display Only	Appears as Grayed
	Required	Yes
	Default	This value will default to the current date.
	SFSU Use	This field contains the date when the new hire becomes effective. This can be a historical, current or future date. Note: the date of the hire must coincide with the date of the position. The position will not be available or 'effective' to hire someone into until the date entered.
	Values	

Old FT Comp	Display Only	Yes
	Required	Yes
	Default	Defaults to the previous full-time compensation.
	SFSU Use	Display only view of the Old FT Comp as reference.
	Values	

Old Act Comp	Display Only	Yes
	Required	Yes
	Default	Defaults based on the previous Act Comp (actual compensation rate).
	SFSU Use	Display only view of the previous Act Comp as reference.
	Values	

New FTE	Display Only	No
	Required	No
	Default	Defaults based on the previous salary.
	SFSU Use	Please see the field for FTE in the Student Hire field definitions.
	Values	

1.6. Action and Reason Guide

The most central concept of the employee change is the action-reason combination. In E-TRAC the action is a broad category of employee changes—the reason further defines the action. These actions and reasons may be a shift from the current concept of employee transactions with respect to the 107 Employee Transaction form and to the previous HRF system.

It is important that you use the correct action-reason combination. For this purpose, the *Action Reason Form Reference Guide* (Staff and MPP), and the *E-TRAC Faculty Action-Reason / HRF Reference Guide* are available to provide a translation between employee transactions in the previous system and employee transactions in E-TRAC.

- **Data Change:** The broadest category which includes appointment extensions, ongoing immediate pays, new temporary appointments (for active employees in the system), and changes from temporary to probationary/permanent positions

- **Demotion:** Movement to a lower job code

- **Earnings Distribution Change:** Funding changes

- **Leave of Absence:** Various leaves

- **Pay Rate Change:** Time base changes, salary changes, partial leaves

- **Promotion:** Movement to a higher job code from a posted/recruitment process

- **Retirement:** Disability or service retirement

- **Return from Disability:** Employee returns from Disability

- **Return from Work Break:** Employee returns from IDL/NDI

- **Short Work Break:** Used for situations where an employee is pending NDI or IDL

- **Suspension:** Employee is suspended

- **Termination:** Resignation or End of Appointment

- **Transfer:** Movement from one department to another—transfers will be requested by the receiving department

For a complete list of the action-reason combinations, please refer to the *E-TRAC Action-Reason Reference Guide* and the *E-TRAC Faculty Action-Reason / HRF Reference Guide*.