San José State University
Employee Profile

Profile Print Date:

Questions? Contact University Personnel at (408) 924-2250

1- Effective Date	Action*	Reason*	2- Effective Date	Action*	Reason*	3 – Effective Date	Action*	Reason*	4 – Effective Date	Action*	Reason*

__Action/Reason Codes:__ Action/Reason codes must be provided for changes in job data or funding sections. For a list of action reason codes, use the hyperlink. Contact UP for any codes not listed. (www.sjsu.edu/up/docs/help/RG_TF_Action_Reason_Codes_Short_List.pdf)

Employee ID	Rcd#	Employee Name	Employee Status	Original Hire Date

Position No.	Department ID/ Name	Location	Job Code/ Job Code Title	Unit	MPP Job	Date in Job	Reg/ Temp	Full/ Part	FTE	TF-WTU	TF-Fraction

Empl Class	FLSA Status	Empl Type	Comp Rate	Probation Code	Prob End Date	Annv Code	Annv Date	Appt End Date	Expected Rtn Dt

Grade/Entry Date	Step/Entry Date	Comp Frequency	Actual Comp	Annual Rate	SSI Counter	Union Code

Job History

Effdt	Position	Action/Reason History	Working Title	Dept Name	Time Base	Cntrct#	TF WTU	TF Fract	Actual Comp	Chg Amt	Chg Pct	Comp Rate

Comments (i.e., special compensation instructions):

Current Funding	Dept	Fund	Prog	Class	Pct	Effdt	End Date	Department Name
Change to								

Initiating Official (Please print):	Signature:	Date:	Phone:	Dept Contact (Name/Phone):
Appointing Official (Please print):	Signature:	Date:	Phone:	FA Signoff/Date:
				UP Signoff/Date:

SJSU CMS Project Team: Forms/Employee Profile/Last Updated 02/15/2011