

# BIZeBEARS TICKET OPTIONS

SLAE Services Center

**Achievement and Spot Awards:** Complete this form to request a Spot or Achievement Award for a staff member within your unit. Note that Represented Employees do not qualify for Spot/Achievement Awards.

**Appointment – Extend or Renew:** Complete this form to request an extension/renewal of a current appointment.

**Chartstring Change:** Complete this form to request a future dated chartstring change. Please note that a separate request must be submitted for each employee chartstring change request. A payroll correction must be submitted to correct prior payroll changes.

**Classification or Re-classification:** Request classification of a new position or re-classify an employee's position because of changes in job duties. A payroll salary adjustment must be submitted to request a change in pay.

**Exception to Hire:** To request an exception to the hiring freeze.

**Hire Career Employee:** Complete this form to hire a career employee. To qualify as a career employee, one must be employed indefinitely at 50% time or more.

**Hire Contract Employee:** Complete this form to hire a non-represented employee with a PPSM title only. A contract appointment must be for a definite period with an end date. Please note that each employment contract must be reviewed and approved by Campus Employee Relations before a contract employee can be hired.

**Hire Limited Employee:** Complete this form to hire limited employees for temporary and project-focused operational needs. Departments have authority to hire employees on a limited appointment for up to 900 hours in a 12-month rolling year. Subject to departmental approval and oversight. Please note that all labor agreements and personnel policies will apply to these appointments, including eligibility for career conversion.

**Hire Student Employees:** Complete this form to hire a student employee, either workstudy or non-workstudy. Please note that all student employees must be currently enrolled in regular academic units at UCB (student status).

**Leaves (FMLA, Disability, etc):** Complete this form to notify your HR Service Center that an employee will be going out on leave. Examples of a qualifying leave include Family Medical Leave, Pregnancy Disability Leave, Leave without Pay, Disability, and Partial Disability.

**Non-Employee ID Request:** Complete this form to request systems access, keys, meal plans, etc. for non-employees (including Visiting Scholars, Volunteers, Spouses, Children, etc)

**Other HCM Change:** Request any "Other" change to an employee's HCM record not listed in the Action Type menu. HCM stands for Human Capital Management system which is a database housing employee personal and job information.

**Payroll Correction:** Complete this form to request a retroactive payment or a payroll expense transfer for an employee. Examples of a retroactive payment include an overpayment, underpayment or missing payment.

**Performance Evaluation:** Your HR Representative will use this ticket option to request staff performance evaluations from unit Supervisor's.

**Re-hire Retiree:** Complete this form to re-hire a retired staff member. Please note that all re-hire requests must be approved by Campus HR and can take between 6-8 weeks.

**Recruitment:** Complete this form to request that your Service Center recruit for a vacant position within your department that has been classified.

**Report Request:** HCM and HR BAIRS reports can be requested from the HR staff. Client departments need to provide parameters for the report, as well as a detailed explanation of what the reports will be used for.

**Salary Adjustment:** Any change to base salary that is not a part of merit. This includes: Reclassification, Temporary Reclassification, Stipend, Equity Increase, and Disciplinary Action.

**Salary Pool:** Use to request salary pool funding for promotions, new hires, re-classifications, equity increases, and to notify of any actions in the PRT for campus based, permanently allocated funds.

**Separation:** Complete this form to notify the HR Service Center that an employee has submitted their resignation. The HR Service Center will generate a final pay request and will work with the department to transition the employee out of the position.

**Service Awards:** Staff employees are eligible for service awards after completing at least 10 years of service, and every five years after that (15, 20, 25 and so on). All service with the University of California, DOE Laboratories, and the State of California at 50 percent time or more is counted to determine an employee's eligibility for service awards.

**Student Recruitment:** Request to recruit for a student position that has been classified. Use this form if you want the Service Center to post your student job.

**Supervisor Change:** Complete this form to request an employee Supervisor Change. A "Supervisor Change" letter will be generated and given to the effected employee.