

Overview

This user guide demonstrates how to complete the Employee Profile web form. If you are hiring an employee who does not have data in the system or if you are hiring an employee who is in the system, but you do not have security access to print their profile (for example, they are in another department), you need to use this form.

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Filling out the Employee Profile Form

This section shows what areas of the Employee Profile Form need to be filled out before it gets submitted.

Download the Employee Profile Form:

1. Go to [the University Personnel Website](http://www.sjsu.edu/up) (<http://www.sjsu.edu/up>)
2. Navigate to Forms and Policies

The screenshot shows the University Personnel website. At the top, there is a search bar and a navigation menu with links for About Us, Careers, Faculty, Staff & MPP, Student Employees, Forms & Policies, Resources, and How Do I...?. The 'Forms & Policies' link is highlighted with a red box and a blue arrow. Below the navigation menu, there is a banner for the University Personnel website with the logo 'UP' and the text 'UNIVERSITY PERSONNEL'. To the right of the banner, there are social media links for MySJSU, Canvas, Athletics, Give to SJSU, Facebook, Twitter, and RSS. Below the banner, there is a 'Quick Links' section with links for Benefit Providers, Catastrophic Leave Donations, eFaculty, Employee Rights & Complaints, and Report Concerning Behavior. Below the Quick Links, there is a section titled 'E' with a list of forms: Election to Continue Direct Pay for Employees on Leave of Absence (.pdf), Emeritus Staff Eligibility and Process (.pdf), Employee Action Request (.pdf) », Employee Appointment Form (.pdf), Employee Clearance Form (.pdf), Employee Discrimination, Harassment, Retaliation & Sexual Misconduct Complaint Form (.pdf), Employee Profile (.pdf), Employer Zip Code Form (.pdf), Employer's Report of Occupational Injury or Illness (.pdf), Employment Questionnaire [rev 5/2013] (.pdf), Ergonomic Self Evaluation Sheet (.pdf), Excess Vacation Accrual Carry-Over Request (.pdf), External Faculty Volunteer Form [rev 4.18] (.pdf), eBenefits Self-Service Electronic Signature Authorization Form (.pdf), and Back to top. The 'Employee Profile (.pdf)' link is highlighted with a red box.

3. Under All Forms & Policies A-Z
Click the link for the
Employee Profile (.pdf)

The Employee Profile form opens.

4. Fill in the required areas of the form.

*Note: For a detailed list of the required areas of the form, refer to the list of field descriptions in the **Elements of the Form** section of this guide.*

5. When done, click the **Print Form** button.

Note: Once you have printed the form, you must obtain appropriate signatures and send the form to Human Resources via Faculty Affairs, if appropriate.

San José State University
Employee Profile

Profile Print Date:
Submit Form to: HR Employee Support Services, Zip 0046
Questions? Contact HR Employee Support Services at 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 HR for any codes not listed. (http://my.sjsu.edu/docs/hr/appointment/RG_TF_Action_Reason_Codes_Short_List.pdf)

Employee ID	Rcd#	Employee Name	Employee Status	Original Hire Date							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Empl Class	FLSA Status	Empl Type	Comp Rate	Probation Code	Prob End Date	Annv Code	Annv Date	Appt End Date	Expected Rtn Dt		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Grade/Entry Date	Step/Entry Date	Comp Frequency	Actual Comp	Annual Rate	SSI Counter	Union Code					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

Job History

Effort	Position	Action/Reason History	Working Title	Dept Name	Time Base	Contra#	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	Effort	End Date	Department Name
<input type="text"/>				Change to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Initiating Official (Please print):	Signature:	Date:	Phone:	Dept Contact (Name/Phone):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Appointing Official (Please print):	Signature:	Date:	Phone:	FA Signoff/Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				HR Signoff/Date:
				<input type="text"/>

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




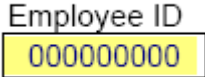



Action/Reason Codes

This section lists the commonly used Action/Reason codes. **Hire** and **Rehire** are the only actions that are used when completing the Employee Profile on the Web. (If you are canceling a contract, use the Temporary Faculty Contract Revision Form.)

Action	Reason
Hire (HIR)	<ul style="list-style-type: none">• Appointment (APT)• Concurrent Job (CON)• Appt Former Employee Prior PS (PRI)
Rehire (REH)	<ul style="list-style-type: none">• Mandatory Reinstatement (MAN)• Rehire from Disability Rtrmt (RDR)• Rehire (REH)

Elements of the Form

Field/Button Name	Description						
Clear Form	Use the Clear Form button to clear whatever data you have entered in the form fields. <div data-bbox="1133 258 1404 352" style="text-align: right;">  </div>						
Print Form	Use the Print Form button to print the Employee Profile. <div data-bbox="1133 392 1404 487" style="text-align: right;">  </div>						
Profile Print Date	Use this Profile Print Date field to enter the date you are printing the form. The date must be entered in the appropriate date format: MM/DD/YYYY . <div data-bbox="607 678 1235 737" style="text-align: center;">  </div>						
Effective Date	Enter the Effective Date in the appropriate date format: MM/DD/YYYY .						
Action	Enter the appropriate action code. See note below, as well as previous Action Reason Codes section.						
Reason	Enter the matching reason code. Also see Action Reason Codes section. <div data-bbox="651 1115 1203 1188" style="text-align: center;"> <table border="1"> <thead> <tr> <th>1 - Effective Date</th> <th>Action*</th> <th>Reason*</th> </tr> </thead> <tbody> <tr> <td>07/01/2001</td> <td>HIR</td> <td>APT</td> </tr> </tbody> </table> </div> <p><i>Notes: To view lists of the most common action reason codes, visit MySJSU Human Resources Help For Department HR Users (http://my.sjsu.edu/employees/employee_tutorials/hr_tutorials/index.html).</i></p> <p><i>If you are taking more than one action with the form, you may enter the subsequent actions in the second, third and fourth Effective Date/Action/Reason fields. For example, if an employee is going on a leave, you may already know their return date. You could do both actions on the same form.</i></p>	1 - Effective Date	Action*	Reason*	07/01/2001	HIR	APT
1 - Effective Date	Action*	Reason*					
07/01/2001	HIR	APT					
Employee ID	For employees, enter the 9-digit employee ID. <div data-bbox="1170 1549 1373 1625" style="text-align: right;">  </div>						
Rcd#	<ul style="list-style-type: none"> • For new hires: Enter 0. • For concurrent hires: Enter the appropriate number. <div data-bbox="1224 1686 1320 1822" style="text-align: right;">  </div>						

Field Name	Description					
Employee Name	Enter Employee Name in the following format: Last Name, Suffix, Prefix, First Name, Middle Name/Initial <div style="text-align: right; margin-right: 50px;">Employee Name 8/7</div> <div style="border: 1px solid black; background-color: yellow; padding: 2px; text-align: center; margin-left: auto; margin-right: auto;">Geiger, Matt</div>					
Position No.	Enter the Position Number the person is being hired into. The number is eight characters, but the leading zeros do not have to be entered.	Position Number <div style="border: 1px solid black; padding: 2px; text-align: center;">4988</div>				
Department ID/Name	Write in the Department ID and Name .	Department ID/Name <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%; height: 15px;"></td><td style="width: 80%;"></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table>				
Job Code /Job Code Title	Write in the Job Code and Job Title .	Job Code/Job Code Title <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%; height: 15px;"></td><td style="width: 80%;"></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table>				
Reg/Temp	Enter a short description to indicate whether the person being hired will be regular or temporary: <ul style="list-style-type: none"> • REG: Regular • TEMP: Temporary 	Reg/Temp <div style="border: 1px solid black; padding: 2px; text-align: center;">TEMP</div>				
Full/Part	Enter a short description to indicate whether the person being hired will be full or part time: <ul style="list-style-type: none"> • FULL: Full Time • PART: Part Time 	Full/Part <div style="border: 1px solid black; padding: 2px; text-align: center;">PART</div>				
FTE	Enter the FTE of the person being hired. If you are hiring an hourly employee, the FTE can be 1.00 as they are paid based on the hours submitted. Otherwise, enter the actual FTE of the employee.	FTE <div style="border: 1px solid black; padding: 2px; text-align: center;">0.20</div>				
TF-WTU	Enter the Temporary Faculty WTU for the temporary faculty employee.	TF-WTU <div style="border: 1px solid black; padding: 2px; text-align: center;">4.00</div>				

Field Name	Description				
TF-Fraction	Enter the Temporary Faculty Fraction for the temporary faculty employee using a backslash for the fraction. <div style="float: right; text-align: center;"> TF-Fraction <input type="text" value="4/15"/> </div>				
Comp Rate	Enter the full time Compensation Rate (formerly known as Base Rate) for the employee. If the employee is hourly, enter the hourly amount. <div style="float: right; text-align: center;"> Comp Rate <input type="text" value="4584.00"/> </div>				
Probation Code	Enter Probation Code , if known. (See list of codes below.) <i>Note: Most likely, Faculty Affairs or Human Resources will enter this information.</i>				
Prob End Date	Enter Prob End Date (optional). <i>Note: Most likely, Faculty Affairs or Human Resources will enter this information.</i> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> Probation Code <input type="text" value="On Prob/No Status Other Class"/> </div> <div style="text-align: center;"> Prob End Date <input type="text" value="06/30/02"/> </div> </div>				
Anniv Code & Appt End Date	Leave these fields blank. Faculty Affairs or Human Resources will enter the Annv Code and Annv Date. <i>Note: You do not need to enter the data.</i> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> Annv Code <input type="text"/> </div> <div style="text-align: center;"> Annv Date <input type="text"/> </div> </div>				
Appt End Date	If the employee is temporary, enter the appropriate Appt End Date . This field is required for all temporary employees. <div style="float: right; text-align: center; margin-top: 20px;"> Appt End Date <input type="text" value="05/22/2003"/> </div>				
Grade/Entry Date	For positions whose job codes have more than one salary grade (or range) associated with them, enter the appropriate Grade . <div style="float: right; text-align: center; margin-top: 20px;"> Grade/Entry Date <table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="width: 40px; height: 20px;"></td> </tr> </table> </div>			3	
3					
Step/Entry Date	For positions whose job codes have steps, enter the Step for which you are hiring the person. <div style="float: right; text-align: center; margin-top: 20px;"> Step/Entry Date <table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">0</td> <td style="width: 40px; height: 20px;"></td> </tr> </table> </div>			0	
0					

Field Name	Description																																																						
SSI Counter	<p>For faculty positions, Faculty Affairs will enter the SSI Counter. Valid values are 0-8.</p> <div style="text-align: right;"> <p>SSI Counter</p> <table border="1" style="margin-left: auto;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="background-color: yellow; height: 20px;"></td></tr> </table> </div>																																																						
Comments	<p>Use the Comments section to reiterate or clarify your action(s) or purpose. Type directly into the Comments field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Comments (i.e., special compensation instructions)</p> <div style="background-color: yellow; padding: 5px; min-height: 80px;"> <p>Type comments here to clarify or reiterate your purpose.</p> </div> </div>																																																						
Current Funding	<p>Enter funding changes for this position:</p> <ul style="list-style-type: none"> • Department number • Fund Account number • Prog • Class (if appropriate) • Pct • Effdt • End Date • Dept Name <p><i>Note: Include the End Date. Otherwise, the funding change will remain indefinitely.</i></p> <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Current Funding</th> <th>Dept</th> <th>Fund</th> <th>Prog</th> <th>Class</th> <th>Pct</th> <th>Effdt</th> <th>End Date</th> <th>Department Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Change to</td> <td>1175</td> <td>51000</td> <td></td> <td></td> <td>100</td> <td>01/22/2003</td> <td>05/23/2003</td> <td>Geology</td> </tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Current Funding	Dept	Fund	Prog	Class	Pct	Effdt	End Date	Department Name	Change to	1175	51000			100	01/22/2003	05/23/2003	Geology																																				
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Dept Contact	<p>Enter your contact information.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>Dept Contact (Name/Phone) Maria Weiss 4-9683</p> </div>																																																						