

UCSC Data Collection Document
**STAFF RENEWAL OF APPOINTMENT (SRNW) and/or
CHANGE IN PERCENT TIME (PCNT)**

Use this document when:

- extending or renewing a staff employee's current appointment(s) and/or
- changing percent in time that an employee is appointed to work

NOTE: *If you are extending the appointment of a limited employee then this may be a limited to career action. Reference Limited to Career procedures.*

EMPLOYEE NAME: _____

ID # _____

EAPP - Appointments/Distributions

Complete the following information, have the employee sign below, and provide a copy to the employee, if requested.

TITLE/TITLE CODE OF AFFECTED APPOINTMENT: _____

If the appointment is extended at the same percent of time, you will extend the ending dates of the current appointment and distribution(s). Note: Do not change a begin date of an existing appointment.

APPOINTMENT INFORMATION:

ACTION CODE: **17** (Appointment Renewal)

APPOINTMENT END DATE: _____
mmddyy

LEAVE ACCRUAL CODE, if changing: __

DISTRIBUTION INFORMATION:

DISTRIBUTION END DATE: _____
mmddyy

**If the appointment is being extended and/or has a permanent change in percent time, you will end the current appointment and distribution(s), and then begin a new appointment and distribution(s).
If the appointment has a temporary change in percent time you will only end the current distribution and begin a new one. No change is made to current appointment. Note: Do not change a begin date of an existing appointment.**

END CURRENT APPOINTMENT AND/OR DISTRIBUTION(S) EFFECTIVE: _____
mmddyy

NEW APPOINTMENT INFORMATION:

(Not for temporary change in percent time)

ACTION CODE: **17** (Appointment Renewal)

NEW APPOINTMENT BEGIN DATE: _____
mmddyy

New Appointment End Date: _____
mmddyy

LEAVE ACCRUAL CODE, if changing: __

NEW DISTRIBUTION INFORMATION:

Note: For a temporary action, the employee will need a distribution to return them to their original percent of time.

If funding is changing, enter ACTION CODE: **18** (Change in Fund Source)

NOTE: Change in % of time Action Code is system derived.

*Indicate below the **new** account number, percent time, and pay end date, as applicable.*

**** For additional distribution lines, attach the Additional Distribution DCD to the back of this page.**

Loc _ Account _____ Cost Center (CC) _____ Fund _____ Project/Activity _____ Sub _
FTE _ Dist. % _ Pay Begin _____ Pay End _____ Step _
O/A _ Rate/Amt _ DOS _ PRQ _ DUC _____ WSP _

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FTE _ Dist. % _ Pay Begin _____ Pay End _____ Step _
O/A _ Rate/Amt _ DOS _ PRQ _ DUC _____ WSP _

EPER - Personnel-Misc.

*If the employee's **eligibility for benefits is changing** as a result of the renewal of appointment and/or the change in percent of time, **complete a BELI form**, and enter the new "**Assigned BELI**", "**Effective Date**", and any applicable "**Status Qualifiers**".*

I certify that I have been notified of the above changes to the terms and conditions of my employment.

EMPLOYEE SIGNATURE _____

DATE _____

Distribution of Forms:

Data Collection Document - Retain in the employee's personnel file
BELI Form - Payroll Office