What Form and Transaction do I use?

There are only four forms: Employment, Personal Data, Separation and Volunteer.

The Personal Data Form allows you to update Demographics, Directory (address, phone, and email), Education and/or Emergency contact information. This form is included in Hire, Rehire and CCU forms automatically.

Form	Action	Transaction	Form	Action	Transaction
Employment	*Hire Rehire*	Appoint Summer Session Service	*Employment*	*Pay*	Acting Stipend
	Concurrent Hire	Appoint Classified Service			Add/Update Split Charge Assignment
		Appoint Unclassified Service			Also Receives
		Appoint Extra Service			Change Pay Basis
		Appoint Occasional			Change Percentage
		Appoint Pending Exam			Chair Stipend
		Appoint Student			Correct Salary
					Demotion
					Extra Service
Employment	*Data Change*	Change Supervisor			Fee Payment
		Correct Status			Inconvenience Pay (Full)
					Inconvenience Pay