Partners in Campus Business Operations
Office of Human Resources: Form Updates and Process Improvements

Sent on Behalf of: The Office of Human Resources

Dear PCBO Community:

For the past few months, the Office of Human Resources has undergone various process improvements. As a result, the following forms, processes, and websites have been updated.

Effective Date: The updated manuals, guidelines, and forms are effective July 1, 2021.

Summary of Changes:

In-Range Progression Request Form
- The In-Range Progression Request Form is now available via Adobe Sign *(select: FA-Human_Resources(HR)-IRP_Request_Form*).
- All request and review procedures remain the same and in accordance with the appropriate collective bargaining unit.
- The Compensation website has been updated to provide more information, transparency, and procedures.
- With the President and/or PAT signatures collected on the form, ePAN's to process these

transactions will not be routed to the President and/or PAT.
- All IRP requests currently in process or being routed will continue to be accepted.

Classification Review Request Form
- A Classification Review Request Form has been created and is now available via [Adobe Sign](#) *(select: FA-Human_Resources(HR)-Classification_Review_Request_Form)*.
- The purpose of this form is to provide a consistent and transparent method for obtaining approval for classification reviews.
- All request and review procedures remain the same and in accordance with the appropriate collective bargaining unit.
- The [Classification website](#) has been updated to provide more information, transparency, and procedures.
- With the President and/or PAT signatures collected on the form, ePAN's to process these transactions will not be routed to the President and/or PAT.
- All classification review requests currently in process or being routed will continue to be accepted.

Volunteer Form
- The [Volunteer Form](#) has been updated and is available via [Adobe Sign](#) *(select: FA-Human_Resources(HR)-Volunteer_Form)*.
- The [Volunteer website](#) has been updated to provide more information, transparency, and procedures. All CSU and Campus policies remain the same.
- Current, active faculty members who are volunteering will need to be reviewed by Faculty Affairs.
- All volunteers will receive a POI number, which will provide consistent tracking and allow access to applicable campus programs via DUO.

For MPPs:

MPP Action Request Form
- An MPP Appointment and Compensation Request Form has been created and is now available via [Adobe Sign](#) *(select: FA-Human_Resources(HR)-MPP_Action_Form)*.
- The purpose of this form is to provide a consistent and transparent method for obtaining approval for all MPP actions. All request, review and approval procedures remain the same and internal department procedures should continue to be followed.
- Additional information including a list of MPP actions, definitions, and CSU policies will be available on the MPP SharePoint site soon.
- With the President and/or PAT signatures collected on the form, ePAN's to process these transactions will not be routed to the President and/or PAT.
- All MPP actions and requests in process or currently being routed will continue to be accepted.

<u>Bonus and Stipend Request Form</u>
- The Bonus Request Form has been updated and is now available via [Adobe Sign](#) *(select: FA-Human_Resources(HR)-Bonus_Stipend_Request_Form)*.
- Bonus and stipend requests must be submitted by an appropriate Administrator (MPP).
- All request and review procedures remain the same and in accordance with the appropriate collective bargaining unit.
- Additional information including a list of bonus and stipend options, definitions, and CBA policies will be available on the MPP SharePoint site soon.
- Approved bonuses and stipends are processed directly through Payroll; no ePAN is required.
- All bonus and/or stipend requests in process or currently being routed will continue to be accepted.

If you or your department would like one-on-one training, we are happy to help. Please contact your [HR analyst](#) directly.

Thank you,

Office of Human Resources
California State University San Marcos
Office of Human Resources