| ***Employee Information:*** |
| --- |
| **Name (Last, First, MI):**      | **EmplID\* (leave blank for new hires):**      |
| This is a [ ]  new / [ ]  existing Position  | Existing Position #       |
| Are multiple employees hired in this position? [ ]  Yes [ ]  No | This is a [ ]  staff / [ ]  academic position / [ ]  student |
| Is this a permanent funding change? [ ]  Yes [ ]  No | If no, what is the end date?\*\*       |
| Start date of funding?       |  |
|  |  |
| ***Funding Information – Where should this position be charged? (Must total 100%)***Note: If a Fund other than SL001 is used as the funding source for this position, the department acknowledges that should the Cal Poly Corporation or University Campus Programs have insufficient funds to cover the costs, this employee will be paid from Fund SL001.University Campus Program Funds require approval from an authorized signer on the Fund. |
| **%**  | **Fund:** | **DeptID:** | **Program:** | **Project:** | **Class:** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
| Comments:       |
| ***Department Signatures / Approvals:*** |
| **Department Budget Specialist:**      | **Signature:** | **Date:** |
| **UCP Fund Authorized Signer:** | **Signature:** | **Date:** |
| ***For University Campus Programs Use Only:*** |
| **UCP Funds Approved**  | **Signature:**  | **Date:** |
| ***For Budget Use Only:*** |
| **Processed by:** | **Date:** | **Pool ID:** |

\*For new recruitments only, EmplID will be assigned by Human Resources. Position numbers will be created by Human Resources for staff positions, and Academic Personnel for academic positions.

\*\*After this date, funding will revert back to the Position Pool.

**Instructions:**

This form should be used in conjunction with the [HR 101 Form](http://afd.calpoly.edu/hr/docs/hrforms/hr101.pdf) for the following personnel actions:

Appointment Temporary Appointment Promotion / Demotion Reassignment Position Detail Change

If this is a funding change only (Position Pool), with no change to the DeptID, then an HR101 is not required. This form should also be used in conjunction with any Academic Personnel appointment form ([AP101](http://www.academic-personnel.calpoly.edu/sites/academic-personnel.wcms.calpoly.edu/files/PDF/ap101.doc), [ISA101](http://www.academic-personnel.calpoly.edu/sites/academic-personnel.wcms.calpoly.edu/files/PDF/isa_101.doc), [AP101-SS](http://www.academic-personnel.calpoly.edu/sites/academic-personnel.wcms.calpoly.edu/files/PDF/AP101S.doc), [SC100](http://www.academic-personnel.calpoly.edu/sites/academic-personnel.wcms.calpoly.edu/files/PDF/sc100.docx)) when the funding source for the appointment will be anything *other* than SL001-DeptID-Account (adding a Program, Project or Class).

**Completed form is due by the 25th of the month to meet processing deadlines.**