



University Auxiliary Services  
California State University, Los Angeles  
University Auxiliary Services, Inc.

## EMPLOYEE TRANSACTION REPORT (ETR) INSTRUCTIONS

### Section I

This section contains the employee's **name** and most of his/her **relevant information**.

**Effective date** is the date you wish the change to take effect. Please keep in mind in order for an ETR to take effect by the following pay check, it must be submitted to UAS ORSP no later than the first Wednesday by 12:00 noon of the first week pay period. Refer to the Payroll Schedule for exact submission dates.

### Section II

In this section only one transaction is selected. Please note several of the **transactions** require an additional justification memo. This section also contains the **chart of accounts**. Two rows are provided for chart of accounts. The current or existing status is entered on the top row, and the change requested is entered on the bottom row. UAS assigns a six-digit identifying project number to every contract/grant and trust account. The contracts and grants projects always begin with number 2 and trust/agency accounts always begin with number 8. In addition to the unique identifying account number, a second set of six-digit numbers are assigned. These numbers begin with a 6 and identify the types of expenses. If you don't have your projects chart of accounts, please contact your financial Analyst. If you do not know your Financial Analyst, please contact the office of Research and Sponsored Program (ORSP) at extension 3-4970.

### Section III

This section is the authorization section. Upon completion of the form, please sign and send to Office of Research and Sponsored Programs (ORSP). Golden Eagle Building (2nd floor)



To ensure timely processing all sections must be complete and must meet labor and compliance standards

EMPLOYMENT TRANSACTION REPORT

INFORMATION CONTAINED IN THIS FORM IS PERSONAL & CONFIDENTIAL

Please check appropriate box:

- CORPORATE AGENCY CONTRACTS & GRANTS

Section I - General Information. Fields include: Effective Date, Hire Date, Last Name, First Name, Middle Initial, Last four digits of SS#, Home Address (City, State, Zip), Home phone (area code & number), Name/phone ext. of direct supervisor, Job Title, Department.

Section II - Select only one type of transaction per ETR. Includes checkboxes for Project ID Change, Account Change, Transfer, Time Base Change, Rate Changes Due to (MSA, Re-classification, Promotion).

This Section must be completed by C&G department. Fields include: Project Beginning Date, Project End Date, Principal Investigator, Fiscal Officer.

Table with 10 columns: Department Name, Account, Fund, Organization, Program, Project ID, Job Title, Classification Code, Pay/Unit Rate. Rows for Current Status and New Status.

Section III - Authorizations. Fields include: Initiating Supervisor (Print name), Dean/Director/Fiscal Officer (Print name), Contracts and Grants Financial Services (Print name), UAS Human Resources (Print name), and corresponding Signature & Date fields.

UAS USE ONLY

Classification ref #, Non-exempt/Exempt checkboxes, Fringe Benefits: yes/no checkboxes.