

**UC Agriculture and Natural Resources  
Data Change Form (DCF)**

**Submit To:** [humanresources@ucanr.edu](mailto:humanresources@ucanr.edu)

*\*Please note that this form is only used to make corrections and/or updates  
to an employee's job appointment.*

**REQUEST DETAILS**

<b>REQUEST TYPE</b>	Others:	PAY IMPACTING REQUEST
EMPLOYEE NAME		EMPLOYEE ID
POSITION NUMBER		STATEWIDE PROGRAM
EMPLOYEE HAS MULTIPLE APPOINTMENTS		EMPLOYEE WORKS ON MORE THAN 1 CAMPUS
JUSTIFICATION		

Current		Proposed	
JOB TITLE		JOB TITLE	
JOB CODE		JOB CODE	
APPOINTMENT BEGIN DATE		CHANGE EFFECTIVE DATE	
APPOINTMENT END DATE		CHANGE END DATE	
HOME DEPARTMENT		HOME DEPARTMENT	
SUPERVISOR		SUPERVISOR	
DIRECTOR		DIRECTOR	
<b>EMPL CLASS</b>		<b>EMPL CLASS</b>	
Grade	Step	Grade	Step
GEO Group or Location		GEO Group or Location	
TIMESHEET APPROVER		TIMESHEET APPROVER	
BACKUP TIMESHEET APPROVER		BACKUP TIMESHEET APPROVER	
FTE	Percentage	FTE	Percentage

**FINANCIAL CONTROL DATA (if pay impacting)**

CENTRALLY FUNDED					PERMANENTLY FUNDED				
NEW PROVISION					CBR RATE				
Fund Eff. Date	Funding End	Earn Code	Chart	Account	Sub	OP Fund	Proj Code	Obj Code	Percent Dist.
Total									

If there are insufficient funds in the account for term of action, identify how the position will be paid:

STAFF/ACADEMIC HR				
<b>ACTION TYPE</b> Others:				
PROBATION CODE		PROBATION END DATE		
GEO GROUP or LOCATION CODE		BACKGROUND CHECK REQUIRED	COMPLETE <input type="checkbox"/>	In Progress <input type="checkbox"/>
ER CODE	REPRESENTED CODE	END JOB AUTOMATICALLY <input type="checkbox"/> Yes <input type="checkbox"/> No		
FLSA STATUS	FLSA EXCEPTION:			
PAY COMPONENTS				
COMP RATE CODE	COMPENSATION RATE	PAY FREQUENCY	Start Eff. Date:	End Eff. Date:
COMP RATE CODE	COMPENSATION RATE	PAY FREQUENCY	Start Eff. Date:	End Eff. Date:
COMP RATE CODE	COMPENSATION RATE	PAY FREQUENCY	Start Eff. Date:	End Eff. Date:
COMP RATE CODE	COMPENSATION RATE	PAY FREQUENCY	Start Eff. Date:	End Eff. Date:
ADDITIONAL PAY				
ADDITIONAL PAY CODE	Others:	ADDITIONAL PAY RATE:	<input type="checkbox"/> BW <input type="checkbox"/> MO	Start Eff. Date: End Eff. Date:
ADDITIONAL PAY CODE	Others:	ADDITIONAL PAY RATE:	<input type="checkbox"/> BW <input type="checkbox"/> MO	Start Eff. Date: End Eff. Date:
ADDITIONAL PAY CODE	Others:	ADDITIONAL PAY RATE:	<input type="checkbox"/> BW <input type="checkbox"/> MO	Start Eff. Date: End Eff. Date:
HR OPERATIONS				
<b>HR OPERATIONS ACTION CODE</b>			<b>ADDITIONAL ACTION CODES</b>	
REPORTS TO CHANGES FOR EE		REPORTS TO CHANGES FOR DIRECT REPORTS		
HR ENTRY COMPLETE		HR APPROVAL COMPLETE		
RETRO		EFFECTIVE DATE PRIOR TO 09/01/2019		
PAYROLL				
NEW TIMESHEET SET UP	CYCLE	OFF CYCLE PAY REQUIRED		
FILE REQUIRED FOR PRIOR TO 09/01/19 ACTIVITY		EXPECTED PAY DATE		
PY ENTRY COMPLETE		PY APPROVAL COMPLETE		
SIGNATURES				
<b>Supervisor</b>		<b>Staff HR / Academic HR</b>		
<b>Director</b>		<b>Financial Control</b>		
<b>Statewide Program Director (if required)</b>		<b>RPM (if pay impacting)</b>		
WORKFLOW				

- Supervisor - Complete change request form (and PD updates if required), send to Director
- Director - Provide organizational approval send form to Fiscal Officer or back to Supv.
- Fiscal Officer - Approve action request guarantee funding availability
- Statewide Program Director - Approval required if position supports a Statewide Program
- RPM - For reclassification actions, RPM to approve request.
- HR - Recruitment - Review and approve or deny data change request. Look at updated PD if required for data change type.
- HR - Operations Assistant/Position Admin - Enter the data change information into UC Path.
- HR - Operations Lead - Approves the action, notifies appropriate parties.
- Payroll Assistant - Create updated Timesheet if required, Process off cycle check if required.