What is an ERCR?

- **It is an Employee Requisition and Change Request form.**

- **It is a documentation to inform and initiate processing for employment related actions that are not administered through PeopleAdmin:**

  – New hire or rehire

  – Separation or resignation

  – Rate or classification change

  – Name or address change

  – Additional staff and administrator pays

  – Designate payroll allocation to specific funding source(s)

- **Departments, schools, or colleges complete an ERCR for non-faculty employment actions. See Approval Signatures section for routing guidance.**

- **Office of Faculty Affairs[1] administers employment actions for faculty and post-doctoral fellows.**

- **Office of Human Resources[2] administers employment actions for regular, limited-term and temporary staff, administrators, and academic professionals as well as student employment.**

- **Separation ERCR, along with the written resignation letter, must be received by Human Resources as soon as an employee informs the supervisor about the intentions to leave the**

[1]https://www.chapman.edu/faculty-staff/faculty/index.aspx
[2]https://www.chapman.edu/faculty-staff/human-resources/index.aspx

university. Important information to include on the ERCR are last day of work and reason for leaving.

Part I: Basic Information

	Classification		Description			Request Date	Hire Date	Effective Date
X	Administrator	Name:	1			4	5	5
8	Staff	Current Title:	2					
	Faculty	Dept/Division:	3					
	Acad Professional						**Employee ID**	
	Student	New Title:					6	
	Temporary	Dept/Division:						
X	Orange Campus	Hire	Rehire	Extension	Position	Classification	Allocation	Separation
9	Rinker Campus	X	7					

Guidelines to completing an ERCR (see corresponding numbers in red):

1. Employee name

2. Employee current title (for changes, complete new title below)

3. Employee current department (for changes, complete new dept below)

4. Date completing the ERCR as Request Date

5. Employee hire date for new hires; and effective date for other changes

6. Employee ID number (social security is not needed)

7. Mark relevant action (e.g., hire, rehire, assignment extension, position/classification/allocation change, separation, etc.)

8. Mark classification on left hand corner

9. Mark work location on left hand corner

Part II: Pay Information

Current PSN	Current Fund No. Dept and Program	Current Base Pay	Current Sal Per Period	Hourly Pay Rate	Weekly Hours	# of Mos/Yr	FTE
1	**2** 100-0000-00000	**4** $0.00	**5** $0.00	**6** $0.00	**7** 40	**8** 12	**9** 1.00
Acct	**3** Account Codes						

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New PSN	New Fund No. Dept and Program	New Base Pay	New Sal Per Period	Hourly Pay Rate	Weekly Hours	# of Mos/Yr	FTE
	100-0000-00000	$0.00	$0.00	$0.00	40	12	1.00
Acct	**3** Account Codes						

See corresponding numbers in blue.

1. Enter current position control number. If not sure, leave blank.

2. Current department charge*.

3. Current account code* (see next slide for details).

4. Current base pay is the total base pay for the position.

5. Current salary per pay period for the position.

   For example, $10,000 for 2 months should be entered as $10,000 for base pay and $5,000 for salary per pay period if monthly.

6. Hourly rate and weekly hours for part-time employees, including students' employees.

7. No. of weekly hours (to denote whether employee is part-time or full-time).

8. No. of months per year (to denote how many months the employee is working per year).

9. FTE or full-time equivalent. The field is auto-calculated.

10. If changing pay or department charge information, need to complete current information on the top half and new information on the bottom half. All changes should be noted.

The information directs where wages should be dispensed.

Account Code Definitions

Faculty Account Codes

   501105-Faculty FT Instruction

   501110-Faculty PT 75%

   501140-Faculty PT 50%

501170-Faculty PT <50%

Staff/Admin/Academic Professional Account Codes

501605-Acad Profnl Exempt FT

501610-Acad Profnl Exempt 75%

501640-Acad Profnl Exempt 50%

501670-Acad Profnl Exempt < 50%

501705-Acad Profnl NE FT

501710-Acad Profnl NE 75%

501740-Acad Profnl NE 50%

501770-Acad Profnl NE <50%

502105-Admin/Staff FT

502110-Admin/Staff 75%

502140-Admin/Staff 50%

502170-Admin/Staff <50%

502175-Admin/Staff Temp

502180-Admin/Staff Misc Pay

(Please contact HR for admin/staff special pay requests) HR Services Directory [3]

Students Account Codes

503000-Students UG Non-FWS Hourly

503005-Students Graduate (Non-FWS)

503015-Students FWS Hourly

503040-Students Community FWS Hourly

503010-Gship Research

501380-Gship Teaching

501385-Gship Course Assistant

510035-Fellowship Awards

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[3]https://www.chapman.edu/faculty-staff/human-resources/directory-of-services.aspx

Part III: Approval Signatures

- Employees should not create or sign own ERCR unless it is for personal information change purpose, such as name change.

- ERCRs submitted to Human Resources without all the appropriate signatures will be re-routed which will lengthen the processing time.

- Paychecks are processed four working days prior to the pay date.

Regular, limited-term and temporary institutionally (Fund 100) employment routing:

- For Academic Administration departments, schools or colleges, initiators will route ERCRs to Academic Finance Operations for next level review.

- For University Advancement and Strategic Marketing and Communication departments, initiators will route ERCRs to Associate Vice President of University Advancement for next level review.

- For Finance and Administration departments, initiators will route ERCRs to appropriate Divisional Vice Presidents for next level review.

Grant or Restricted-funded (e.g. Fund 160, 560 or 580) employment routing:

- For Academic Administration departments, schools or colleges, initiators will route ERCRs to appropriate budget administrator in the Office of Research or Finance Services.

- For any assignments/positions involving sponsored activity, please use the Sponsored Activity ERCR form. That form can also be utilized for other actions that involve split allocations across multiple funding sources.

Gship (Graduate Assistantship) routing:

- For Academic Administration departments, schools or colleges, initiators will route ERCRs to Office of Graduate Education.

Part IV: Remarks

This section is intended for adding special instructions to Human Resources and Payroll.

Special instructions may include but not limited to:

- End dates for limited-term or temporary assignments

- Exceptions detailed in the offer letters

- Salary allocations for the position

- Other reason for the request