

CSS HR/APS Service Request Catalog

Select the appropriate item to submit your request.



Ask an HR Question or Report an HR Problem

Ask a general HR question or report an HR problem. Examples include payroll issues, benefits questions, and general service issues requiring same-day attention.



Personal Information Changes, Employee Records, Benefits, and Pay

- * Update personal information
- * Verify aspects of employment
- * Submit documents for inclusion in employee's file
- * Request benefits assistance
- * Submit timekeeping/paycheck updates (such as comp-time election and meal duration in CalTime).

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Academic Non-Senate: New Recruitment

Non-Senate academic recruitment, including:

- * Researchers
- * Project Scientists
- * Specialists
- * Postdoctoral Scholars



Staff: Recruitment and Appointments

- * Recruit
- * Appoint or reappoint
- * Extend
- * Contract to career transitions
- * Retiree rehires



Academic Non-Senate: Appointments

- * Appoint, extend, or change an appointment
- * Visa initiation and extensions
- * Academic case preparation, including advancement review

Applies for all Non-Senate Academic titles, including Postdoctoral Scholars, Visiting Scholars, and Visiting Student Researchers.



Student Assistant: Recruitment and Appointments

- * Recruit
- * Appoint or reappoint
- * Extend
- * Work-Study Program

Excludes Graduate Student Researcher & Academic Student Employee titles, e.g., Readers, Tutors, Graduate Student Instructors.



Academic (All Titles): Additional Compensation

- * Request stipends
- * Administrative roles
- * Faculty Salary Research Exchange Program (FSREP)
- * Sabbatical and Research leaves

Excludes summer research salary/ninths.



Staff and Student Assistant: Compensation and Classification

- * Job description updates
- * Classification reviews
- * Equity or merit increases
- * Stipend payments
- * Recognize outstanding work (e.g., Spot/Achievement Awards)

Includes all staff titles as well as student assistant titles. Excludes Graduate Student Researcher & Academic Student Employee titles, e.g., Readers, Tutors, Graduate Student Instructors.



Academic (Faculty and Admin Titles): Transactions

Faculty and Administrative titles, including Professors, Lecturers, and Academic Administrators:

- * Add or change appointments
- * Submit merit or promotion increases

All changes should already be approved; only HCM entry will be completed.



Affiliates and Volunteers

Add or extend affiliate (non-employee) and volunteer appointments.



Position Management & Other Data Changes

Update HCM records for position management and other minor job data adjustments, including:

- * Supervisor Change
- * Department Change
- * Percentage Change

Excludes changes related to recruitment, appointment, compensation, or funding change requests - select appropriate catalog item.



Leaves of Absence

Request leave of absence counseling/support or submit leave of absence request for yourself or others.

- Examples of Leaves include:
- * Medical (including Family Medical Leave)
 - * Maternity/Paternity
 - * Furlough
 - * Military Service



Funding Changes

- * Earnings distribution changes
- * Payroll expense transfers

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HR Consultation For Supervisors and Managers

Manager and supervisor assistance with:

- * Performance management
- * Complaint response
- * Layoff or reduction-in-time
- * Probationary reviews



Separations

End one or all jobs held by an individual at UC Berkeley. Includes separation for all staff, student, academics, and affiliate titles.

Personal Information Changes, Benefits, and Pay



Ask an HR Question or Report an HR Problem

Questions or Problems can include:
"I wasn't paid correctly!"
"I went to the doctor and they said my benefits had lapsed!"
"My timesheet is wrong!"



Personal Information Changes

- * Change home address
- * Update emergency contacts
- * Request a name change



Employment Records

- * Verify employment
- * Calculate service credit
- * View personnel file
- * Submit completed performance evaluations



Benefits

Change benefits enrollments or receive benefits counseling and health care facilitation.



Pay

Submit timekeeping and paycheck needs for employees, managers, and supervisors, including:
* Changing comp time election
* Changing meal duration in CalTime

To report payroll errors, use Report an HR Problem.



Leaves of Absence

Request leave of absence counseling/support or submit leave of absence request for yourself or others.



Funding Changes

Submit earnings distribution changes or payroll expense transfers.

Items



Earnings Distribution Changes

[▼ More Information](#)
Change current earnings distribution



Payroll Expense Transfers

[▼ More Information](#)
Change funding retroactively