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 file
- Request benefits assistance
- Submit timekeeping/paycheck updates (such as comp-time election and meal duration in CalTime)

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
- Retains 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 Researchers & 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)
- Stipend and Research leaves

Excludes summer research salary/incentives.

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.

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.

Funding Changes
- Earnings distribution changes
- Payroll expense transfers

HR Consultation For Supervisors and Managers
Manager and supervisor assistance with:
- Performance management
- Complaint response
- Layoff or reduction-in-force
- Probationary reviews

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

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

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