

*UCSC Data Collection Document*  
**STAFF RENEWAL OF APPOINTMENT (SRNW) and/or  
CHANGE IN PERCENT TIME (PCNT)**

**Use this document when:**

- extending or renewing a staff employee's current appointment(s) and/or
- changing percent in time that an employee is appointed to work

**NOTE:** *If you are extending the appointment of a limited employee then this may be a limited to career action. Reference Limited to Career procedures.*

EMPLOYEE NAME: \_\_\_\_\_

ID # 0 \_\_\_\_\_

**EAPP - Appointments/Distributions**

*Complete the following information, have the employee sign below, and provide a copy to the employee, if requested.*

TITLE/TITLE CODE OF AFFECTED APPOINTMENT: \_\_\_\_\_

**If the appointment is extended at the same percent of time, you will extend the ending dates of the current appointment and distribution(s). Note: Do not change a begin date of an existing appointment.**

**APPOINTMENT INFORMATION:**

ACTION CODE: **17** (Appointment Renewal)

APPOINTMENT END DATE: \_\_\_\_\_  
mmddyy

LEAVE ACCRUAL CODE, if changing: \_\_

**DISTRIBUTION INFORMATION:**

DISTRIBUTION END DATE: \_\_\_\_\_  
mmddyy

**If the appointment is being extended and/or has a permanent change in percent time, you will end the current appointment and distribution(s), and then begin a new appointment and distribution(s).  
If the appointment has a temporary change in percent time you will only end the current distribution and begin a new one. No change is made to current appointment. Note: Do not change a begin date of an existing appointment.**

END CURRENT APPOINTMENT AND/OR DISTRIBUTION(S) EFFECTIVE: \_\_\_\_\_  
mmddyy

**NEW APPOINTMENT INFORMATION:**

(Not for temporary change in percent time)

ACTION CODE: **17** (Appointment Renewal)

NEW APPOINTMENT BEGIN DATE: \_\_\_\_\_  
mmddyy

New Appointment End Date: \_\_\_\_\_  
mmddyy

LEAVE ACCRUAL CODE, if changing: \_\_

**NEW DISTRIBUTION INFORMATION:**

Note: For a temporary action, the employee will need a distribution to return them to their original percent of time.

**If funding is changing**, enter ACTION CODE: **18** (Change in Fund Source)

NOTE: Change in % of time Action Code is system derived.

*Indicate below the new account number, percent time, and pay end date, as applicable.*

**\*\* For additional distribution lines, attach the Additional Distribution DCD to the back of this page.**

Loc \_ Account \_\_\_\_\_ Cost Center (CC) \_\_\_\_\_ Fund \_\_\_\_\_ Project/Activity \_\_\_\_\_ Sub \_  
FTE \_ Dist. % \_ Pay Begin \_\_\_\_\_ Pay End \_\_\_\_\_ Step \_  
O/A \_ Rate/Amt \_ DOS \_ PRQ \_ DUC \_\_\_\_\_ WSP \_

Loc \_ Account \_\_\_\_\_ Cost Center (CC) \_\_\_\_\_ Fund \_\_\_\_\_ Project/Activity \_\_\_\_\_ Sub \_  
FTE \_ Dist. % \_ Pay Begin \_\_\_\_\_ Pay End \_\_\_\_\_ Step \_  
O/A \_ Rate/Amt \_ DOS \_ PRQ \_ DUC \_\_\_\_\_ WSP \_

**EPER - Personnel-Misc.**

*If the employee's eligibility for benefits is changing as a result of the renewal of appointment and/or the change in percent of time, complete a BELI form, and enter the new "Assigned BELI", "Effective Date", and any applicable "Status Qualifiers".*

**I certify that I have been notified of the above changes to the terms and conditions of my employment.**

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Distribution of Forms:**

**Data Collection Document** - Retain in the employee's personnel file  
**BELI Form** - Payroll Office