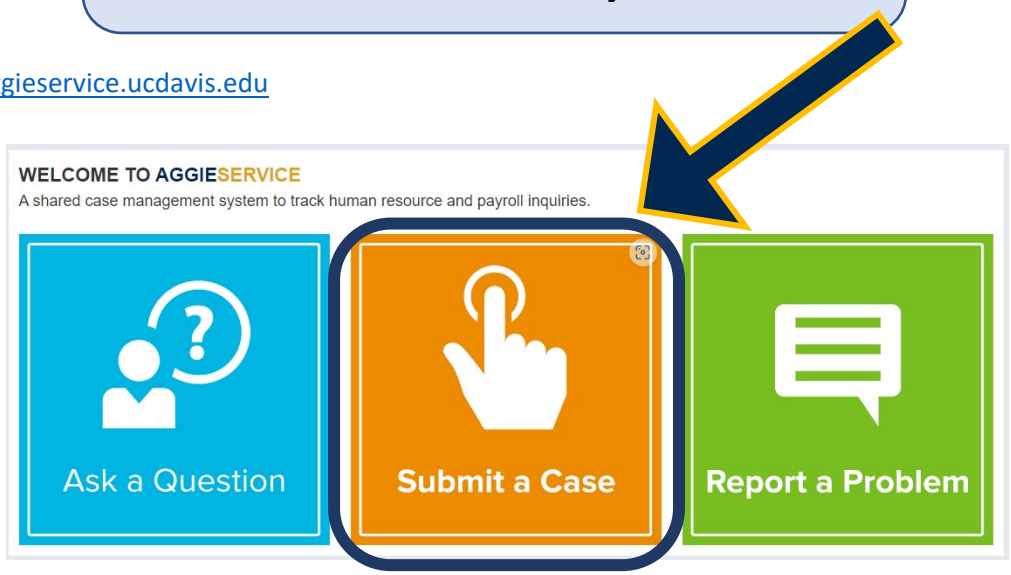
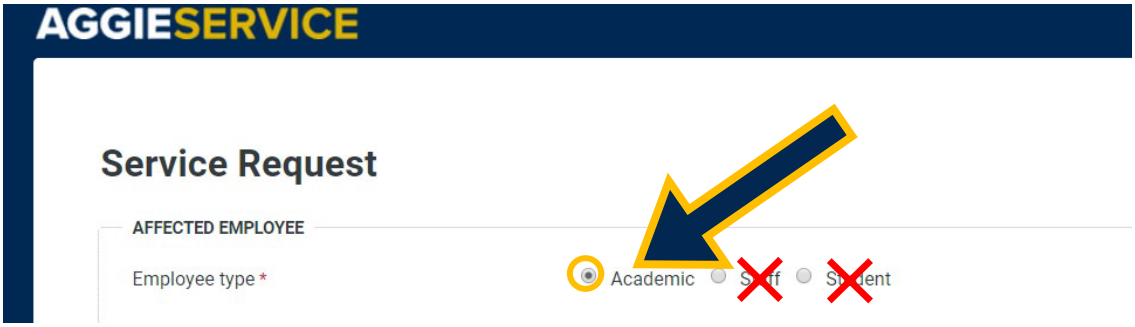
UCD Schools of Health
CASE AIDES FOR AGGIESERVICE
Non-Faculty

https://aggieservice.ucdavis.edu





Please note: Schools of Health Academic Personnel only uses AggieService "Human Resources" and "Payroll" sections for the following case transaction types for **Non-Faculty Academics**:

Human Resources
- Onboarding only
- Additional Employment
- Reports-to Change
- Building/Cubicle Change

Payroll
- Job Changes
- Termination
- One-Time Payment
- Submit Paper Timesheet

AGGIESERVICE

Service Request

AFFECTED EMPLOYEE

Employee type *

- (●) Academic
- ( ) ~~Staff~~
- ( ) ~~Student~~

Please choose your service request type from the choices below. If you don't see a suitable choice, please choose *General Inquiry*.

~~GENERAL INQUIRIES~~

- ( ) General Inquiry
- ( ) Report a Problem

~~POSTDOCTORAL APPOINTMENTS~~

- ( ) New Appointment
- ( ) ~~Renewal / Extension~~
- ( ) Modification

HUMAN RESOURCES

Recruitment / Position Management

- ( ) Onboarding Only
- ( ) Additional Employment
- ( ) Reports-to Change
- ( ) Building/Cubicle Change

~~Personnel File Management~~

- ( ) ~~Review File Contents~~
- ( ) ~~Upload to Personnel File~~

~~Stipends / Equity~~

- ( ) ~~Stipend~~

PAYROLL

Job Changes

- ( ) Job Changes
- ( ) Termination

Funding Changes / Payments

- ( ) ~~Merit/Promotion~~
- ( ) One-Time Payment
- ( ) ~~Summer / Additional Compensation~~

Timesheets

- ( ) ~~Return Timesheet~~
- ( ) Submit Paper Timesheet
- ( ) ~~Supervisor/ Identifier Update~~
- ( ) ~~Modify/ Update Work Schedule~~

~~UC Davis Central Payroll~~

- ( ) General Inquiry
- ( ) Imputed Income
- ( ) ~~Intercampus Payments / Journals~~
- ( ) Intercampus Transfers
- ( ) ~~Payroll Record Requests~~
- ( ) W2 Requests

Each of these case transaction types has the Schools of Health Case Aides below, hyperlinked to the instructional document.

HUMAN RESOURCES

- Recruitment / Position Management
    - Onboarding Only (Includes: New Hires, Rehires)
    - Additional Employment (Includes: Concurrent Appointments)
    - Reports-To Change
    - Building/Cubicle Change

PAYROLL

- Job Changes
    - Job Changes (Includes: New End Date, FTE change, Department Change)
    - Termination

- Funding Changes/Payments
    - One-Time Payment (Includes: Awards and Honoraria)

- Timesheets
    - Submit Paper Timesheet (Includes: Late I-181 timesheets, Requests for: Missed pay, Off-cycle pay, Overpayment, Postdoc PTO/sick leave reporting, Non-faculty LOA)