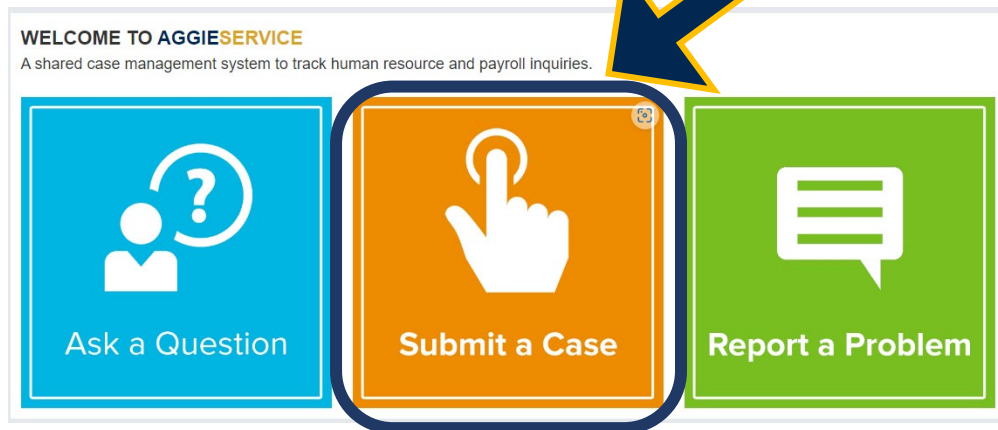


UCD Schools of Health
CASE AIDES FOR AGGIESERVICE
Faculty, Researchers & Visiting Titles

<https://aggieservice.ucdavis.edu>



AGGIESERVICE

Service Request

AFFECTED EMPLOYEE

Employee type *

☒ Academic ☐ Staff ☐ Student

Please note: Schools of Health Academic Personnel only uses Aggie Service “Human Resources” and “Payroll” sections for the following case transaction types for **Faculty, Researchers & Visiting Academics:**

Human Resources

- Onboarding only
- Additional Employment
- Reports-to Change
- Building/Cubicle Change
- Stipend

Payroll

- Job Changes
- Termination
- One-Time Payment

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, Recalls)
- [Additional Employment](#) (Includes: Concurrent Appointments, Appointment via Change in Department)
- [Reports-To Change](#)
- [Building/Cubicle Change](#)

PAYROLL

- Job Changes

- [Job Changes](#) (New End Date, FTE change, Dept Change, Appointment via change in Title)
- [Termination](#)

- Funding Changes/Payments

- [One-Time Payment](#) (Includes: Housing Allowances, Awards and Honoraria)

- Stipends

- [Stipends](#) (Includes: Administrative Stipends)