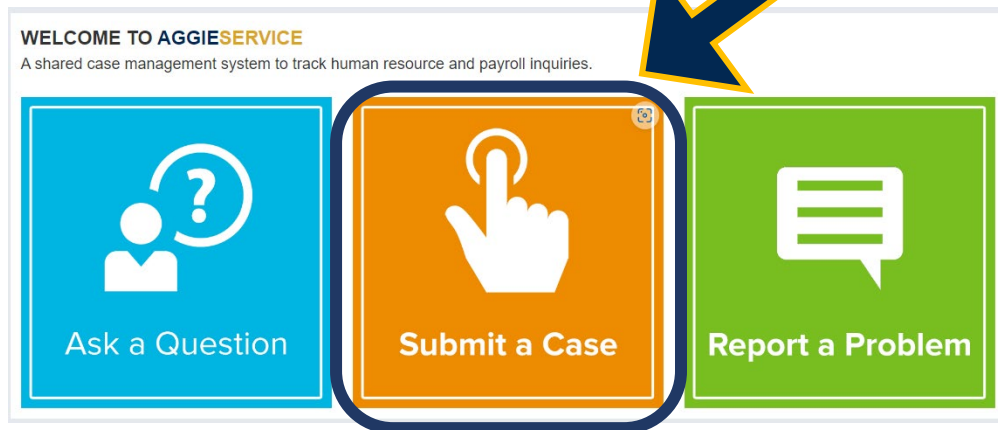


UCD Schools of Health CASE AIDES FOR AGGIESERVICE Non-Faculty

<https://aggieservice.ucdavis.edu>



AGGIESERVICE

Service Request

AFFECTED EMPLOYEE

Employee type *

☒ Academic ☐ Staff ☐ Student

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

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)