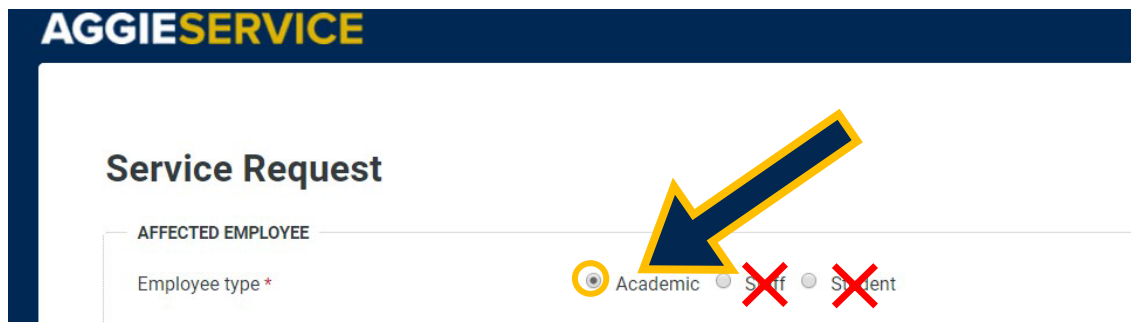
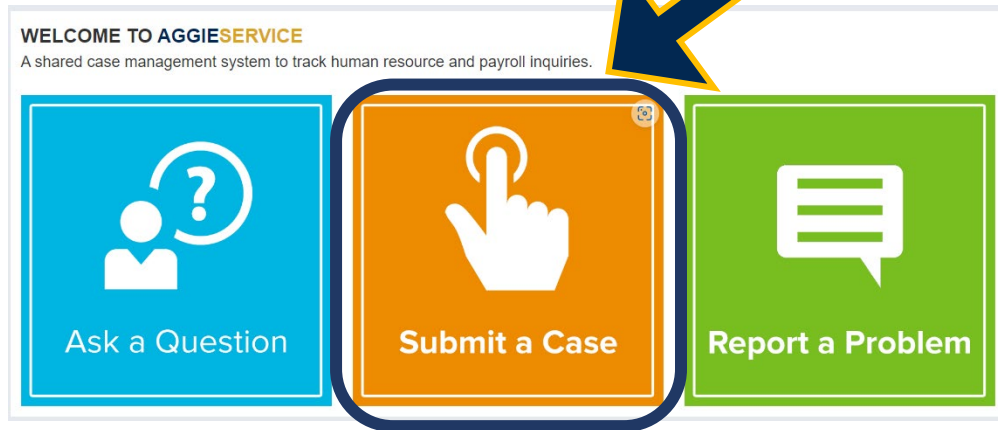


UCD Schools of Health
CASE AIDES FOR AGGIESERVICE
Faculty, Researchers & Visiting Titles

<https://aggieservice.ucdavis.edu>



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)