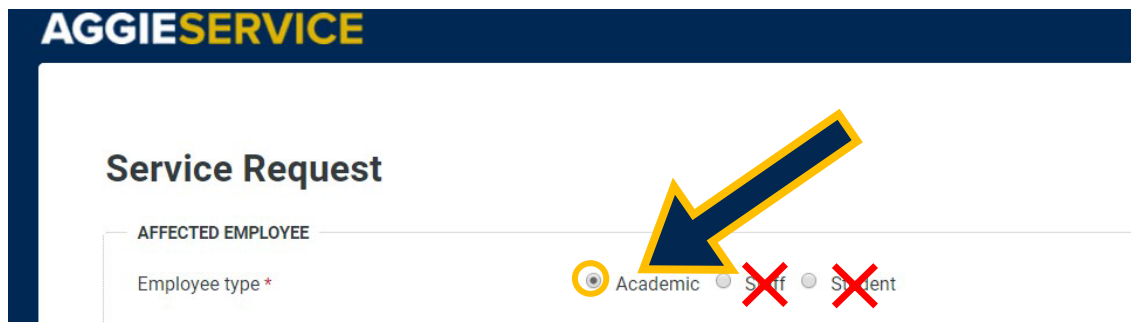
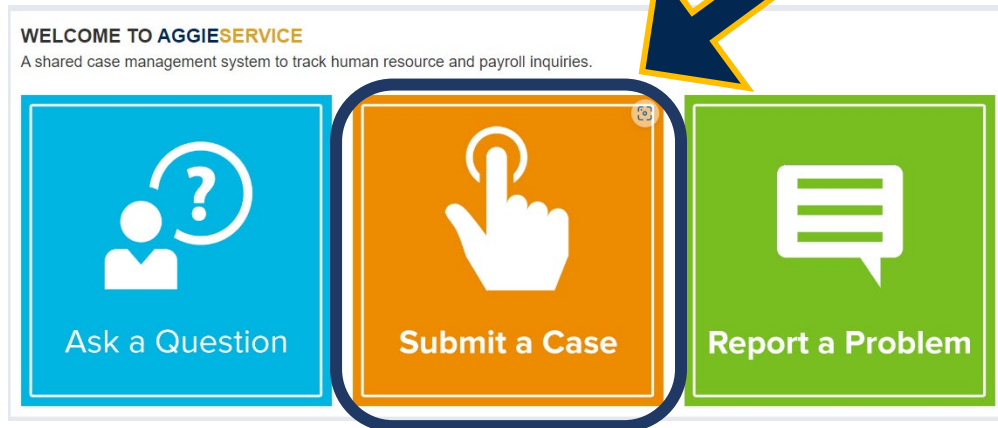


UCD Schools of Health
CASE AIDES FOR AGGIESERVICE
Non-Faculty

<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

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)