

# CONTRACT AMENDMENT

## University of California Staff and Academic Reduction in Time (START) 7/1/08–6/30/10

U271 (6/08)

PERSONAL INFORMATION		
NAME	EMPLOYEE NUMBER	SOCIAL SECURITY NUMBER
DEPARTMENT	LOCATION	CAMPUS PHONE (       )
PAYROLL TITLE	PRE-START APPOINTMENT PERCENTAGE	

I wish to amend my START contract dated \_\_\_\_\_ and (check one below):

end my participation in START effective: \_\_\_\_\_

change my START percentage of time to: \_\_\_\_\_ % of full-time, effective \_\_\_\_\_.

My revised START work schedule will be:

Days					
Hours					

ELECTION			
EMPLOYEE SIGNATURE	DATE	DEPARTMENT HEAD SIGNATURE	DATE

### PRIVACY NOTIFICATIONS

#### STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting information on this form, including your Social Security number, is to verify your identity, and/or for benefits administration, and/or for federal and state income tax reporting. University policy and state and federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be transmitted to the federal and state governments when required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The official responsible for maintaining the information contained on this form is the Associate Vice President—University of California Human Resources and Benefits, 1111 Franklin Street, Oakland, CA 94607-5200.

#### FEDERAL

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. The University's record keeping system was established prior to January 1, 1975 under the authority of The Regents of the University of California under Article 1X, Section 9 of the California Constitution. The principal uses of your Social Security number shall be for state tax and federal income tax (under Internal Revenue Code sections 6011.6051 and 6059) reporting, and/or for benefits administration, and/or to verify your identity.

RETENTION: HOME DEPARTMENT: 5 years after separation, except in cases of disability or retirement, in which case retain until age 70.

COPIES TO: 1) Local Human Resources or Academic Personnel Office 2) Retirement Administration at the Office of the President, 300 Lakeside Dr. 5th Floor, Oakland, CA 94612-3550 and 3) Employee