



TAFT COLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

PERSONNEL BUDGET CODE CHANGE REQUEST FORM

Employee / Student Worker Name: _____

ID (A#): _____

Classification (*check one*): District Staff / Faculty Student Worker Temp / Sub / Adjunct

Effective Date: _____

Requester: _____ Date: _____ Phone: _____

CURRENT Budget Code (FROM):

Fund	Org	Acct	Program	* Percentage (%)

* Please include all budget codes for this employee / student worker. The ratios should add to 100%.

REVISED Budget Code (TO):

Fund	Org	Acct	Program	* Percentage (%)

* Please include all budget codes for this employee / student worker. The ratios should add to 100%.

APPROVALS

Immediate Supervisor:		Date:	
Budget Manager 1: <i>(if different from above)</i>		Date:	
Budget Manager 2: <i>(if different from above)</i>		Date:	
Work Study Coordinator: <i>(if applicable)</i>		Date:	
Area Administrator:		Date:	

OFFICE USE ONLY

Human Resources: Correct budget code in QSS/QCC? Yes No Initial: _____ Date: _____

Business Services: Correct previous payrolls with JV? Yes No Initial: _____ Date: _____