



SAN FRANCISCO STATE UNIVERSITY

Labor Cost Distribution Change Request

Instructions: This form is used to change the distribution of labor cost for an existing appointment. This may be for one employee or for all employees in a position pool. Please obtain the Employee ID, Empl Record Number, and PeopleSoft position number (e.g.: 00005050). The effective date indicated should be the date the labor cost distribution change will take effect. Questions should be directed to the Budget Admin. & Operations Office at x81463. Submit the completed form and appropriate approvals to Budget Admin. & Oper. Office, ADM 355.

Date:	Contact:	Phone:	E-mail:
Department Number:	Department Name:		

Employee Level Change Use this section when changing funding for one employee.

Employee Name:		
Employee ID:	Empl Record #:	PS Pos.#:
Effective Date:	End Date	

Position Level Change

Use this section when changing funding for all employees in a particular position. (Position Pool with a maximum headcount of greater than 1) Submit a list of employees and EmplIDs/Rclds with this request.

PeopleSoft Position Number:
Effective Date: End Date:

Distribution of Labor Cost

Use this section to identify funds from which this position is to be paid.

Finance Account Code	Finance Fund	Dept. ID	Class* (Value must be within range of 44401-44499)	Project/Grant *	Percentage (%) applied to appointment	Dollar (\$) Amount applied to appointment
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From:

						\$
						\$
					100 %	\$

To:

						\$
						\$
						\$
						\$
*Only if applicable; not required for all appointments					100 %	\$

Department Approval

Appropriate Administrator Signature:	Date:
Dean/Administrator Signature:	Date:

Budget Admin. & Operations Approval

Labor Cost Unit:
Keyed into PeopleSoft by: Date: