

MORGAN HILL UNIFIED SCHOOL DISTRICT SALARY ACCOUNT CHANGE FORM

Purpose of Form:

1. To request salary account code changes for **currently active** employees.
2. This form is vital for maintaining the Position Control Database which will be used to drive payroll and to project salaries and benefits for Budget Development.

Date Submitted:
(For **Fiscal Services** Use Only)

Form Instructions:

1. Submit one form per employee's position for account code changes. Use additional forms if employee has more than one Position Control number (PC#).
2. Complete Section I:
 - a. Enter the Employee's name, PC#, Job title, FTE, Department/Site name, and the date of when the changes should take effect.
 - b. The authorized requestor must sign and date Section I.
3. Complete Section II:
 - a. Enter in the "From Account" and "Percent Allocation" box or boxes, the current allocation account status for the employee.
The 35 digit account string consist of Fund-Resource-Proj Year-Object-SubObject-Goal-Function-CostCenter-Site-Manager
(example: 010-0000-0-1110-00-1110-1000-010000-000-0000)
 - b. Enter in the "To Account" and "Percent Allocation" box or boxes, the new account status you would like implemented.
 - c. Include an explanation for changes.
4. Complete Section III: Signatures are required to process your request.
5. Explanation and signature for changes are required to process your request.
6. Submit to the Account Specialist in Fiscal Services to make revisions to budget.
7. Fiscal Services will scan approved forms to Human Resources and Payroll to revise the Position Control/Payline information.
8. Human Resources will reply all once changes have been made.

SECTION I

Employee Name	<input style="width: 95%;" type="text"/>	
Position Control Number	<input style="width: 95%;" type="text"/>	
Job Title	<input style="width: 95%;" type="text"/>	FTE <input style="width: 100px;" type="text"/>
Department/Site	<input style="width: 95%;" type="text"/>	
Effective Date	<input style="width: 95%;" type="text"/>	
Authorized Requestor/Phone Extension:	<input style="width: 95%;" type="text"/>	Ph Ext: <input style="width: 100px;" type="text"/>

SECTION II

<u>Current Allocation</u>	<u>35 Digit Account String</u>	<u>Percent Allocation</u>
From Account:	<input style="width: 95%;" type="text"/>	<input style="width: 100px;" type="text"/>
From Account:	<input style="width: 95%;" type="text"/>	<input style="width: 100px;" type="text"/>
From Account:	<input style="width: 95%;" type="text"/>	<input style="width: 100px;" type="text"/>
From Account:	<input style="width: 95%;" type="text"/>	<input style="width: 100px;" type="text"/>
From Account Total:		<hr style="width: 100%;"/>
<u>Requested Allocation</u>		
To Account:	<input style="width: 95%;" type="text"/>	<input style="width: 100px;" type="text"/>
To Account:	<input style="width: 95%;" type="text"/>	<input style="width: 100px;" type="text"/>
To Account:	<input style="width: 95%;" type="text"/>	<input style="width: 100px;" type="text"/>
To Account:	<input style="width: 95%;" type="text"/>	<input style="width: 100px;" type="text"/>
To Account Total:		<hr style="width: 100%;"/>
Explanation For Change:		
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		

SECTION III

Fiscal Services	Date	Program Director	Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		