



- **changing budget code(s) of any employee. Do not provide the difference between the FTEs. Please only provide the current FTE level and the new/updated FTE level for each budget code with a change.**
- **changing employee's supervisor, work location, work phone #, assignment, program, or room #.**

Name: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

Current FTE		Budget Code	New FTE		Budget Code
From:			To:		
From:			To:		
From:			To:		
From:			To:		
From:			To:		
<b>TOTAL:</b>			<b>TOTAL:</b>		

*Assignment – For example, 1:1, Classroom, Related, CTE, Career Studies, etc.*  
*Program/Strand – This is the program (for CTE) or the classroom type (for SPED).*  
*Room # – This is the actual room number in the building the employee is assigned to.*

**Approval for this change:**

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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Program Director
Date

Business Office (budget changes only)	Date
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Payroll	Date Completed
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Original to Payroll - once entered into WinCap, copy to Program Director