

This form is to be used when:

- 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 #.

IF AN EMPLOYEE'S FTE IS BEING INCREASED OR DECREASED, OR THEY ARE GOING FROM PART TIME TO FULL TIME (1.0FTE), AN APPOINTMENT DATA FORM MUST BE USED.

Name:	
Reason for Change:	

Effective Date of Change:______ Reflect in Next Year's Budget? Y N
*must provide a <u>date</u>

Current FTE	Budget Code	New FTE	E Budget Code
From:		To:	
TOTAL:		TOTAL:	

Primary Position:	From:	То:
Supervisor		
Work Location		
Work Phone #		
Assignment For CTE and SPED use only		
Program/Strand For CTE and SPED use only		
Room # For CTE and SPED use only		

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