College of the Siskiyous
Payroll Expense Change/Reclass Request

F _____
PHAREDS

Fiscal Year _____

Employee Name: _____   **S:** _____

Department: _____   **Position Title:** _____

Check appropriate action.   If both a "forward change" and "expense reclcass" are required, check both.

Make changes going forward.   **(Human Resources will make these changes.)**

Effective Date of Action: _____   **Ending Date** *(if applicable)* **:** _____

Expense Reclassification of past payrolls.   **(Fiscal Services will make these changes)**

Check Payroll ID:	**MN**	**PT**	**ST**
Please choose only one	*Regular Employees*	*Part-time Faculty*	*Short-Term/Student Employees*
Payroll ID per Request	*(End of month)*	*(10th of month)*	*(10th of month)*

List ALL Month(s)/Yr(s) or Range of Months to be changed *i.e. Nov 2021;   Dec, 2021;   Jan, 2022; Jul 2021 - Dec 2021*

_____

If these actions require a Budget Change, please submit Budget Change Request, as well.

Current Budget Numbers *(1000 or 2000 Account Codes)*

FUND	ORG	ACCT	PROG	%

Please enter only payroll expense account codes (1000s or 2000s). Benefit account codes (3000s) are calculated automatically with the change/reclass.

Reason for Change:

Proposed Budget Numbers: *(1000 or 2000 Account Codes)*

FUND	ORG	ACCT	PROG	%

Supervisor _____   **Date** _____

Administrator _____   **Date** _____

Fiscal Services _____   **Date** _____

Human Resources _____   **Date** _____

Instructions

Fill in:
  -Fiscal Year
  -Employee Name
  -Employee S#
  -Department and Position Title.

There are two actions to choose from:
  -Making a change to Payroll Budget Number(s)/Percentage(s) going forward
  -Reclassifying past Payroll Expenses.
  You can choose either one or both if necessary.

Human Resources will update the payroll system for changes going forward.

If past payroll expenses need to be reclassified, Fiscal Services will make these changes.

Please determine which Payroll ID and dates need to be reclassed. *(look in Banner Self-Service)*

Please use only one Payroll ID (MN, PT, or ST) per Change/Reclass request. Example: If an employee is paid on both the MN and PT payrolls, use a separate form for each Payroll ID.

Enter the employee's current budget numbers. Please enter only the Payroll Expense account codes(1000s and 2000s). Benefit account codes (3000s) are calculated automatically in the payroll system.

Please provide a reason for the change/reclass.

If these actions require a Budget Change, please submit Budget Change Request, as well.