



# IMPERIAL COMMUNITY COLLEGE DISTRICT

## PAYROLL ACCOUNT (FOAPAL) CHANGE FORM

Date of Request	Department/Division
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Employee Name					G#		Position# (HR Only)				
Explanation/Justification										Effective Date	
<b>FROM</b> (Current Salary FOAPAL)					<b>TO</b> (Revised Salary FOAPAL)						
FUND	ORG	ACCT	PROG	%	FUND	ORG	ACCT	PROG	%		

Employee Name					G#		Position# (HR Only)				
Explanation/Justification										Effective Date	
<b>FROM</b> (Current Salary FOAPAL)					<b>TO</b> (Revised Salary FOAPAL)						
FUND	ORG	ACCT	PROG	%	FUND	ORG	ACCT	PROG	%		

Employee Name					G#		Position# (HR Only)				
Explanation/Justification										Effective Date	
<b>FROM</b> (Current Salary FOAPAL)					<b>TO</b> (Revised Salary FOAPAL)						
FUND	ORG	ACCT	PROG	%	FUND	ORG	ACCT	PROG	%		

Name of Requestor	Date	VP Admin Services Approval	Date
Supervisor/Manager Approval	Date	Chief Human Resources Officer Approval	Date

For Human Resources Only						For Business Office Only			
Budget Transfer		Update NBAJOBS		Update Payroll		Correct Previous Payroll JV#		Correct Budget JV#	
Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date