



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	
FROM (Current Salary FOAPAL)					TO (Revised Salary FOAPAL)					
FUND	ORG	ACCT	PROG	%	FUND	ORG	ACCT	PROG	%	

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

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

Name of Requestor	Date	Administrative 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