

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**

Office of Human Resources & Equal Opportunity

Contract Employee Assignment Change Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Division/Dept: \_\_\_\_\_ Campus: \_\_\_\_\_ Position No.: \_\_\_\_\_

**REASON FOR CHANGE (Check appropriate reason):**

	<u>Start Date</u>	<u>End Date</u>
_____ <b>Leave of Absence or Partial Leave of Absence</b> _____ % Unpaid	_____	_____
_____ <b>Differential</b> _____ Add _____ Delete Swing _____ Grave _____ Weekend _____	_____	_____
_____ <b>Contract Change *</b> _____ Change FTE%: From: _____ % To: _____ % Permanent _____ Temporary _____ _____ Change # of Months: From: _____ To: _____ Permanent _____ Temporary _____	_____	_____
_____ <b>Other</b> _____ _____ _____	_____	_____
_____ <b>Change FOAPs(s) * (Total "From" and "To" % should each = 100%)</b>	_____	_____
<b>From:</b> I: _____ F: _____ O: _____ A: _____ P _____ %		
I: _____ F: _____ O: _____ A: _____ P _____ %		
I: _____ F: _____ O: _____ A: _____ P _____ %		
I: _____ F: _____ O: _____ A: _____ P _____ %		
I: _____ F: _____ O: _____ A: _____ P _____ %		
<b>To:</b> I: _____ F: _____ O: _____ A: _____ P _____ %		
I: _____ F: _____ O: _____ A: _____ P _____ %		
I: _____ F: _____ O: _____ A: _____ P _____ %		
I: _____ F: _____ O: _____ A: _____ P _____ %		
I: _____ F: _____ O: _____ A: _____ P _____ %		
<p><i>* Note: If an FTE% or number of months for a Fund 14 or 22 funded position is being increased, or if a position is being transferred to Fund 14 or 22 from another fund, a B-to-A budget transfer to fund this change must be attached to this request. Please indicate on the budget transfer request where the "B" budget should come from. If this is a permanent change, then this will also be a permanent reduction of "B" budget.</i></p>		
_____ <b>Change Home Division Code to:</b> _____ (two characters, ie BH or CA)		
_____ <b>Change Home Department Code to:</b> _____ (6 numbers, ie 110001 or 222001)		

Employee's Signature	Date	Manager/Dean's Signature	Date
Campus Budget Office Signature	Date	Area Vice President Signature	Date
Vice President-Finance Signature	Date	President's Signature	Date
Human Resources	Date		

For Human Resources Use Only