

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>
_____ Leave of Absence or Partial Leave of Absence _____ % Unpaid	_____	_____
_____ Differential _____ Add _____ Delete Swing _____ Grave _____ Weekend _____	_____	_____
_____ Contract Change * _____ Change FTE%: From: _____ % To: _____ % Permanent _____ Temporary _____ _____ Change # of Months: From: _____ To: _____ Permanent _____ Temporary _____	_____	_____
_____ Other _____	_____	_____
_____ Change FOAP(s) * (Total "From" and "To" % should each = 100%)	_____	_____
From: I: _____ F: _____ O: _____ A: _____ P: _____ %		
I: _____ F: _____ O: _____ A: _____ P: _____ %		
I: _____ F: _____ O: _____ A: _____ P: _____ %		
I: _____ F: _____ O: _____ A: _____ P: _____ %		
To: 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>		
_____ Change Home Division Code to: _____ (two characters, ie BH or CA)		
_____ Change Home Department Code to: _____ (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' Signature	Date		

For Human Resources Use Only