WENATCHEE VALLEY COLLEGE

**Personnel Action Form – Combo Code/Budget Change**

**INSTRUCTIONS Type of employee**:

• Sections 1, 2 and 3 completed by originator, signed and forwarded to others listed. [ ]  Classified, [ ]  Exempt, [ ]  FTF, [ ]  PTF, [ ]  Hourly,

• Section 4 signed by appropriate personnel and forwarded to HR. [ ]  Other

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| **SECTION 1 – TYPE OF ACTION** |
| [ ]  Combo Code/Budget Change [ ]  Other related to Combo Codes/BudgetsExplanation of action, if needed, or other comments:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 2 – EMPLOYEE** |
| Last Name  | First Name  | Empl I.D.  |
| Job Title  | Department  | Supervisor |

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| **SECTION 3 – NEW STATUS** |
| **Effective Date:** |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |
| Combo Code  | Fund (149\*)  | Class Field (011,014)  | Department (1T020)  | Project # | Activity I.D.  | + | % of Total |

*\*Other fund codes are 060, 147, 057, 145, 001,08A, 24J, 146, 148.*

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| **SECTION 4 – SIGNATURES** | **APPROVALS** |
| Administrator/Supervisor #1 Date | Vice President (if needed) #1 Date | WVC Budget Manager Date |
| Administrator/Supervisor #2 Date | Vice President (if needed) #2 Date | WVC Grant Budget Check Date |
| Administrator/Supervisor #3 Date | Vice President (if needed) #3 Date | Human Resources/AA Officer Date |

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| **SECTION 5 – HR** |  |
|  Updated in ctcLink \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Distribution:** HR combo code change file