



Changing the Funding Information

- The Department Head or Student Assistant Supervisor should notify the Library Personnel Office of a need for a change in funding. (An e-mail from the Department would serve as a paper-trail for this request)
- Please send the following information when requesting an account change:
 1. New Funding Information that the Student Assistant will be transferred to
 2. List the names of each Student Assistant to be moved to new account
 3. Effective date (mm/dd/yyyy) for change in funding source. The effective date should be at the beginning of a pay period.

In order to accommodate payroll deadlines, arrangements should be made with the Library Personnel Office at least one pay period prior to effective date in order for timely processing.