**Employee Fund Center Re-Assignments**

Please list all employees being reassigned to new Fund Centers.

Fund Center changes can only occur on **July 1 of the approaching Fiscal Year**, mid- year changes cannot be accommodated.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **SAP Personnel No.** | **PS CMS Comp #** | **SAP Position #** | **From:**  **Fund Center** | **To:**  **Fund Center** | **To: Dept**  **(Org. Unit)** | **New Supervisor**  **(if applicable)** | **Phone Stipend?** | |
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The Budget office will forward notification to the following departments for required system maintenance

1. HR - Kate Bove and Marlene Civitella-Vining
2. Enterprise Services – Danielle Zimmerman

**Fund Center From: Dean/VP Approval** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print, Sign & Date

(only required for re-assignments between Divisions)

**Fund Center To: Dean/VP Approval** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print, Sign & Date