Quick Reference to Wage Funding Change Form

George Mason University Department Wage Funding Change Form (Temporary)

Directions: This worksheet is for changes to current jobs only. All shaded fields are mandatory.

Start Here: If begin and end date of the change are in two different fiscal years, change to "2".

Example:
06/05/11 (FY11) to 7/03/11 (FY12)

Enter FY for the effective date (start date) of funding change.

Select the first day of the pay period to be reallocated.

Select the end date of the pay period(s) to be reallocated. Dates listed are based on the data entered at the top of the form. The 'Total Salary' will be automatically calculated.

Activity Code is only used for cost sharing. (col. 3)

Check one box and follow directions listed.

If questions need to be completed, please provide answers that clearly explain what happened and why the reallocation is needed.

Enter your name. The date is automatic.

Notes: All shaded cells are mandatory.

Data cannot be entered in automatically calculated or drop down menu cells.

Overwrite text is turned on. To replace text begin typing over the current text.
To clear text, hit the space bar.