


INSTRUCTIONS:
Each PAYROLL HEADER DESCRIPTION is limited to 30 characters on each line 1 through 7.
Items 1, 2, 3, 5 and 6 under IDENTIFICATION must be completed.
Complete item 4 if applicable.
Do not complete item 7 or UNIFORM ACCOUNT CODE--SCO use only.

**TO: STATE CONTROLLER, PPSD
PAYROLL SERVICES SECTION**

IDENTIFICATION			TYPE CHANGE DESCRIPTION		PAYROLL HEADER DESCRIPTION (LIMIT 30 CHARACTERS--LINES 1 THROUGH 7)	
1. Fiscal Year (Ending Fiscal Year - CCYY)				1		
2. Payroll Agency Code				2		
3. Reporting Unit Code				3		
4. Budget Function Code (if applicable)				4		
5. Effective/Abolishment Date (CCYYMM)				5		
6. Transaction Type: <div>Add</div> <div>Change</div> <div>Eliminate</div> <div>Reestablish Abolished Header</div> <div>Delete</div>		A			6	
		C			7	
		E		REMARKS		
		R				
		D				
7. Type Change/Line Number						

UNIFORM ACCOUNT CODE																
FUND	SUB	AGENCY	FISCAL YEAR	M	REFERENCE ITEM	FEDERAL CATALOG NUMBER	PROJ	C	CAT	PROG	ELEM	COMP	TASK	SCO	REVENUE	

I hereby certify upon my personal knowledge that there are unencumbered balances in the budget allotment added or changed above.

AUTHORIZED SIGNATURE			DATE SIGNED		
					
PRINT NAME		EMAIL ADDRESS		TELEPHONE NUMBER	