

PAYROLL HEADER CHANGE

STD. 407 (Rev. 10/2019)

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

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.

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 (CCYMM)	5	
6. Transaction Type:	Add A	
	Change C	
	Eliminate E	REMARKS
	Reestablish Abolished Header R	
	Delete 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	