Process for Updating Budget Codes for Employees (Job Labor Distribution Updates)

**STEP 1**
The budget manager will fill out the excel spreadsheet entitled “JLD_Update_Request to HR”

| Responsible for filling out the gray section “To Be Completed by Budget Manager” | ALL fields are required |

**STEP 2**
The budget manager will email the spreadsheet to HR

Email to HR@solano.edu

**STEP 3**
The appropriate HR generalist will process the request and fill out the excel spreadsheet

<table>
<thead>
<tr>
<th>Responsible for making the change(s) in NBAJOBS</th>
<th>Responsible for filling out the blue section “To Be Completed by HR”</th>
<th>Name and Date required</th>
<th>Responsible for copying into the MASTER spreadsheet</th>
</tr>
</thead>
</table>