



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

Responsible for making the change(s) in NBAJOBS

Responsible for filling out the blue section "To Be Completed by HR"

Name and Date required

Responsible for copying into the MASTER spreadsheet