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 Fiscal for approval
  - ❖ Email to Accountants@solano.edu

Step 3

- ✓ An accountant will review the spreadsheet
  - ❖ If approved – move to Step 4
  - ❖ If it is not approved – accountant will send back to the budget manager for correction

Step 4

- ✓ The accountant will fill out the spreadsheet
  - ❖ Responsible for filling out the green section "To Be Completed by Fiscal"
  - ❖ Name and Date required
  - ❖ **IF REQUEST IS GENERATED BY FISCAL – FISCAL COMPLETES STEPS 1 - 5**

Step 5

- ✓ The accountant will email the spreadsheet to HR and copy the budget manager
  - ❖ Email to HR@solano.edu

Step 6

- ✓ 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