

Wichita State University
Prior Period Funding Change Form
Use this form to request retroactive changes for non-budgeted positions including Student, Graduate Assistant, Lecturer, Temporary (U3/U4) and Add Comp positions.

Prepared by: _____ Ext: _____ Date of Request: _____

Budget Officer: _____ Org Code: _____

Employee name: _____ myWSU ID #: _____ Position #: _____

<u>Begin</u>	Year	Pay #	Start Date	End	Year	Pay #	End Date
_____	_____	_____	_____	_____	_____	_____	_____

Change from:

Fund Code	Org Code	Percentage
Must total:		100.00%

Change to:

Fund Code	Org Code	Percentage
Must total:		100.00%

Approvals:

Office of Research Administration: _____ Date: _____
 (if grant funded)

Budget Officer: _____ Date: _____

Budget Review Officer: _____ Date: _____

Send completed PDF to Payroll: payroll@wichita.edu or Campus Box 38