

## California State University Long Beach HR Account Code Override Form

This form is used to change the default funding source (as designated by the Position Pool ID) for a given pay period-prospectively. The process allows us to change 100% or split the %of costs to any valid chartfield combination. This does not apply to retroactive charges. For such changes, you must request and HR adjustment via email to [HRM-PositionMgt@csulb.edu](mailto:HRM-PositionMgt@csulb.edu). Please email HR Account Override form [HRM-PositionMgt@csulb.edu](mailto:HRM-PositionMgt@csulb.edu). If you have any questions, call 5-2480 or 5-8217.

*Note: The time to be paid must have already been submitted on an intermittent Pay or Student Assistant Voucher or Salaried Employee Attendance Report.*

Date Paycheck Will Be Issued (Month/Year) \_\_\_\_\_ College/Division Name \_\_\_\_\_ Page 1 of \_\_\_\_\_

ASM Name \_\_\_\_\_ ASM Extension \_\_\_\_\_

*The following time reporting codes maybe overridden with this process (immediate & additional pay items are overridden using the same form that authorizes the pay).*

- |                              |  |   |
|------------------------------|--|---|
| <b>Time Reporting Codes:</b> | <b>Reg</b> Regular Pay<br><b>ASBES</b> Asbestos Pay for a Salaried and Positive Pay Employee<br><b>OTPR</b> Overtime Premium Pay for a Salaried or Positive Pay Employee<br><b>OTST</b> Overtime Straight Time Pay for a Salaried or Positive Pay Employee | <b>SHE08</b> Evening Shift Differential for R08-University Police<br><b>SHN08</b> Night shift Differential for R08-University Police<br><b>SHSWG</b> Swing Shift Differential for CSUEU<br><b>SHSUN</b> Sunday Shift Differential |
|------------------------------|--|---|

Employee Name	Employee ID	Employee Record	Select: Hourly Salaried Student	Total Amount to Override (\$)	% Of Earnings Distribution	Time Reporting Code	Fund	Department	Program	Class	Project

ASM Approval \_\_\_\_\_

Processed By \_\_\_\_\_