



How to Initiate Department Budget Code Change Request

The intent of this document is to provide information on how to initiate department budget code change request to charge the hours to a different combination code for all classified employees.

Three rows should be added (applies to each classified employees) for the following earnings code:

OVT	Overtime
DOT	Double Time
COM	Comp Time Payout

Failure to initiate the request will result in all of the hours to be charge to employee's home department and will severely impact your department budget.

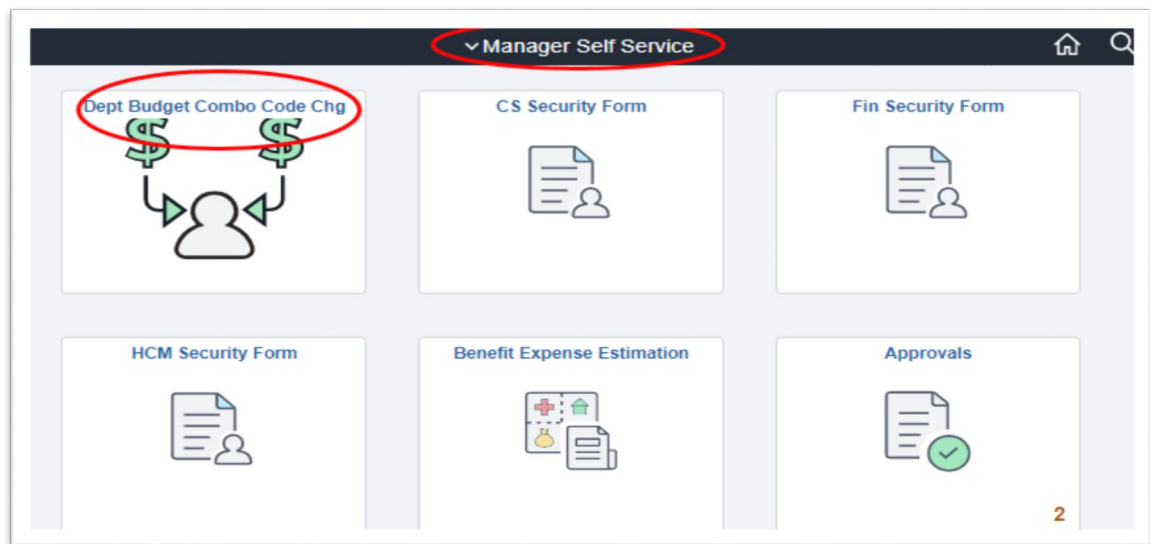
The steps are as follows:

1. Log in to Human Capital Management can be access via Apps or type in URL <https://hcm.peralta.edu/>



Human Capital
Management

2. From Manager Self Service dashboard, select and click Department Budget Code Table Change Request tile.





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- List of employees reporting to you will appear, click/select employee that you would like to update.

The screenshot shows a web interface for managing department budget code changes. On the left, there are filters for 'Reports To' (Antoine Mehoulley (15)), 'Cost Centre' (Information Technology(DP) (15)), and 'Job Code' (SR NETWORK & SYS ADMIN (4), Sr Appl Software Prog/Analyst (3), Help Desk Spt Tech I (Trainee) (2)). The main area is titled 'View Dept Budget Combo Cd Change' and shows '15 results found'. A table lists employees with columns for Employee ID, Empl Record, Reports To, Employee Name, Pay Group, and Location. The 'Employee Name' column is highlighted with a red box, showing 'Chithanh Au' and 'Kit Hui'.

Employee ID	Empl Record	Reports To	Employee Name	Pay Group	Location
10001342	0	Antoine Mehoulley	Chithanh Au	Regular Classified	District Office
10002295	0	Antoine Mehoulley	Kit Hui	Regular Classified	District Office

- Click **New Request** to add the combo code to charge hours for Overtime, Double Time and Comp Time Payout.

The screenshot shows a web interface for creating a new request to change a department budget code. The page is titled 'Combination Code Change Rqst' and displays the following details for Employee ID 10002669:

- Name: [Redacted]
- Employment Record: 0
- Pay Group: Regular Classified
- Location: District Office
- Department: Information Technology(DP)
- Union Code: SEIU Local 1021
- Job Code: SR NETWORK & SYS ADMIN
- Position: 00000129 - SR NETWORK

Below the details, there is a message: "Please click on Create New Request to Change Department Budge Code." and a blue button labeled "Create New Request" with a red arrow pointing to it.

- System will bring you to the next page where you will enter the following information:
 - Reason
 - Effective date
 - Combo code details for earnings code OVT, DOT and COM



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6. System will display Request Header Details.
 - a. Enter the reason for making the change
 - b. Enter effective date of the change request
 - c. Then click **Add**

Request Header Details

Employee ID [Redacted]
Name [Redacted]
Employment Record 0
Position 00000129 Senior Network Coordinator
Request ID 000000001
Status New
Requestor Antoine Mehouelley
Prior Fiscal Year 2022
*Reason (For Auditing Purposes) Enter Reason
Effective Date [Calendar Icon]
New Fiscal Year 2022
Pay Confirm Period Future Period

Add

7. System will display New Information with empty boxes for user to populate. Enter all the required fields in New Information column. Percentage should be a total of 100% for each earnings code. Hence, there should be three rows added for earnings code OVT, DOT and COM. Click **Add** to insert new row.

Combination Code Details

New Information

Combination Code
Percentage 0.000
Location [Search Icon]
Fund Code [Search Icon]
Cost Center [Search Icon]
Object Code [Search Icon]
Program Code [Search Icon]
Activity Suffix [Search Icon]
Project [Search Icon]
Accounting Line [Search Icon]
Earnings Code [Search Icon]

Add



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- Click **Submit Request** when all of the three earnings code are inserted and populated.

- Workflow email notification will be send to Campus Business Manager for approval. Thereafter it will be send to Finance.

End