

**HUMBOLDT STATE UNIVERSITY**  
**Arcata, California 95521-8299**

TO: PAYROLL

FROM: \_\_\_\_\_  
Hiring Authority

SUBJECT: CHANGE IN FUNDING SOURCE/POSITION NUMBERS

Please process the payroll changes detailed below.

Thank you.

NAME	SOCIAL SECURITY #	EFF DATE	TIME BASE	CHART FIELD STRING FROM	CHART FIELD STRING TO

ROUTING: Original to Payroll

Copy: Budget Office