**Quick Reference**

**Graduate Assistant Funding Change Form**

**Directions**

- **Complete all shaded fields.** If a shaded field is not applicable or you are instructed to skip it, then leave blank.
- **Note:** Data cannot be entered in text fields that are white. (O = cells that calculate automatically)

1. **If begin and end date fall in different fiscal years, choose number equal to fiscal years covered.**
   Ex) 8/25/19 (FY20) to 8/24/20 (FY21) = “2”

2. **Enter FY for the begin date of funding change.** Ex) Start date=8/25/19, enter 2020

3. **Select effective date of change.** If date is not found in the list, select first day of pay period that custom date falls in.

4. **Enter position # that was charged.** Only one position # per FCF.

5. **Enter total salary for the pay period(s) you are reallocating.**

6. **Provide funding change reason.** This box must be completed.

7. **Activity code is only used for cost sharing.** If no activity code, leave field blank.

8. **Choose end date of change.** If date is not found in the list, select last day of pay period that custom date falls in.

9. **If the total percent does not equal 100, an error message will appear. Correct the entered percentages until the total is 100.**

10. **Select whether tuition was paid from the original funding source.** If so, a JV will need to be completed and the date of completion entered on the FCF.

11. **Check one box and follow directions.** If questions need to be completed, provide answers that clearly explain what happened and why the reallocation is needed.

12. **Enter your name and date.**

13. **Obtain all applicable approvals via email or hard copy signature.** Send FCF with approvals to applicable office:
   - If distributing labor on any funds (2xxxx) or activity codes, email [osppost@gmu.edu](mailto:osppost@gmu.edu).
   - If distributing labor only on orgs (1xxxx), email [gfrola@gmu.edu](mailto:gfrola@gmu.edu).

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**George Mason University Department GA Reallocation Form**

Directions - This worksheet is for changes to current jobs only. **ALL SHAD ED FIELDS ARE MANDATORY**

**Job Information**

- **Effective Date of Funding Change**
- **Department**
- **Campus/Location**

**Position Number**

- **Enter position number that was charged**
- **Home Department Org**
- **Salary for Pay Period**

**Funding Change Reason**

- **Type Fund/Org**
- **Activity**
- **E&G/Ind Fund**
- **E&G/Ind**
- **Activity**
- **Funding End Date**
- **# of pay periods**
- **Fiscal Year**

**Additional Information**

- **Number of years in the dates drop down boxes (1 or 2):**

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**If distributing labor on any funds (2xxxx) or activity codes, email osppost@gmu.edu.**

**If distributing labor only on orgs (1xxxx), email gfrola@gmu.edu.**

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If you need any assistance completing the Graduate Assistant FCF, contact Gail Frola ([gfrola@gmu.edu](mailto:gfrola@gmu.edu), Office of Budget & Planning, Ext. 3-8824)