Quick Reference
Faculty/Staff 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.

Data cannot be entered in white text fields. (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, and you are entering:
   a) future pay, see Box 14 for instructions.
   b) reallocation pay, select first day of pay period that custom date falls in and complete “Mid-Pay Period Reallocation Worksheet” to determine % effort. Attach completed mid-pay worksheet to FCF. If reallocating multiple pay periods, complete one FCF for period with custom date and one FCF for all remaining periods.

4. Enter position # that is being paid. Only one position # per FCF. Ex) 9 mo. faculty will require a unique FCF for both academic and summer research positions.

5. If 9 or 12 mo, enter annual salary. If summer, enter entire salary for the pay period(s).

6. Check only one box. If 2 or 3 is selected, give reason in box to the right.

7. Activity code is only used for cost sharing. If no activity code, leave field blank. If any salary cap, attach completed Salary Cap Calculator to FCF.

8. Choose end date of change. If date is not found in the list, and you are entering:
   a) future pay, see Box 14 for instructions.
   b) reallocation pay, see Box 3 for instructions.

9. The Home Dept. Org entered above will automatically populate here. To change the org, type over the existing text (funds 2xxxxx are not allowed).

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

11. Check only one box. 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 approvals via email or hard copy signature. Send FCF with approvals to either: osppost@gmu.edu if any funds (2xxxxx) or activity codes OR gfrola@gmu.edu if only orgs (1xxxxx)

14. Only enter begin and end dates in this section for custom future pay dates. Please note: future pay should only be used if funds/orgs cross units. Once entered, choose start and end date from drop-down fields above. Newly entered dates will appear above the word “Select.”

For custom dates please enter dates below to be added to drop downs (only for future pay)

If you need any assistance completing the Faculty/Staff FCF, contact Gail Frola (gfrola@gmu.edu, Office of Budget & Planning, Ext. 3-8824)