



Student Task Profile Action Form

Complete this form to create, modify or inactivate an existing student task profile. A student task profile is used to charge student salaries to a specific combo code which overrides position level funding.

Please note the following:

- * Student task profiles apply only to multi-headcount student positions.
- * New task profiles will always be effective the start of the fiscal year.
- * Student task profiles must be set up in advance of the Rapid Time Entry.
- * Student task profiles must be selected each month during Rapid Time Entry, otherwise a Payroll Expenditure Transfer must be requested after pay has been issued.
- * Funding will distribute to the exact combo code tied to the task profile selected.

Submit a signed scanned copy via email to: Position Management (prpm@fullerton.edu). For assistance, please contact Position Management at prpm@fullerton.edu or extension 7542.

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|----------------|--|----------------|--|
| Department ID: | | Effective Date | |
|----------------|--|----------------|--|

To create a new Student Task Profile, modify or inactivate a Student Task Profile, complete this section:

| Task Profile Action | Dept | Fund | Program (if applicable) | Class (if applicable) | Account | Comments (Please include Task Profile ID if modifying or inactivating) |
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Approvals:

| | Name | Signature | Date |
|---|------|-----------|------|
| Requestor | | | |
| Division HR Coordinator/ College Coordinator | | | |
| Finance Manager (MPP) (if applicable) | | | |