



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.

Department ID:		Effective Date	
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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	<u>Comments</u> (Please include Task Profile ID if modifying or inactivating)

Approvals:

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