

**Yosemite Community College District  
Account Additions, Deletions or Changes  
Salary and Fringe Allocations**

**Date:** \_\_\_\_\_

**MJC:**

**To:** HR

**CC:**

**From:** \_\_\_\_\_

**District:**

Employee Name	Colleague ID	Position ID	Account Number	%	Effective Date

IS THIS A NEW ACCOUNT NUMBER?

YES

NO

\_\_\_\_\_  
Unit Manager/Division Dean      DATE

IF NEW, HAS THE ACCOUNT NUMBER BEEN SET UP?

YES

NO

\_\_\_\_\_  
Area Dean      DATE

HAS THE CORRESPONDING FRINGE ACCOUNT BEEN SET UP?

YES

NO

\_\_\_\_\_  
President or Designee      DATE

\_\_\_\_\_  
District      Date

Account Numbers have been added to Datatel (for HR use)

Pink = End-Of-Month

Lt. Blue = Mid-Month