PAYROLL FUNDS (FAU)

How to assign a Full Accounting Unit to which payroll expenses are to be charged.

TOPIC: HOW TO ASSIGN AN FAU

1. PI informs (in-person or by email) financial administrator of need for an FAU change.

2. Financial Administrator verifies funds are available in new FAU and submits request to change FAU via ServiceLink.

3. FAU is approved in ServiceLink with an automatic submission to UCPath.

4. FAU is complete on correct fund source and Financial Administrator gets completion notice.

OR

1. PI has the option to use ServiceLink to inform Financial Administrator of FAU change.

2. Financial Administrator verifies funds are available in new FAU and submits request to change FAU via ServiceLink.

3. FAU is complete on correct fund source and PI gets completion notice.

CURRENT STATE ROLE:       FUTURE STATE ROLE:

<table>
<thead>
<tr>
<th>PI</th>
<th>REQUESTOR</th>
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<tbody>
<tr>
<td>FINANCIAL ADMINISTRATOR OR PAYROLL COORDINATOR</td>
<td>TRANSACTOR</td>
</tr>
<tr>
<td>FUND MANAGER OR FAO, CFO</td>
<td>APPROVER</td>
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