MEMORANDUM

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: October 8, 2018

RE: UPDATED FORMS – PBP-2 and PBP-4/5

In the new PeopleSoft system, the timecard distribution department will become the new home department for employees. To ensure data converts correctly from the current system to the new HR/Payroll system, we have updated the PBP-2 form (for Internal Dual FTE and Additional Compensation RGP/TL) and the PBP-4/5 form to include a drop down of the revised timecard distribution department numbers. The PBP-2 form also includes a description of the numbers. We have also created a reference tool which includes the timecard distribution department numbers and their descriptions. The updated forms and list of timecard distribution department numbers may be found in the HR Toolbox.

Please delete any previously saved versions of the PBP-2 form or PBP-4/5 form you may have and use these revised versions instead. Should you have any questions, please contact HR Operations and Services at 777-3111.