

# MASS CHANGE REQUEST FORM

Please return via email to:  
SFSEmployeeServices@laoe.edu

DATE OF REQUEST	DISTRICT NO. (FIVE DIGITS)	DISTRICT NAME
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## Requestor Information

CONTACT PERSON		CONTACT TITLE	
CONTACT EMAIL		CONTACT PHONE NO.	PHONE EXT.
REQUEST APPROVED BY	SIGNATURE	APPROVER TITLE	
APPROVER EMAIL		APPROVER PHONE NO.	PHONE EXT.

## Mass Change Info

Attachments ☐ Yes ☐ No

BRIEF MASS CHANGE DESC. (ATTACH ADDITIONAL NOTES IF NECESSARY)	
IMPLEMENT CHANGE <input type="checkbox"/> Before _____ <input type="checkbox"/> After _____	
<input type="checkbox"/> <b>RUSH Request</b> • An additional Above Baseline Charge may be applied for Rush request or for request submitted three days or less prior to implementation.	

## Section I. Record Selection Criteria

<b>Employee Status (0107)</b> (Check <b>all</b> that apply) <input type="checkbox"/> Active and Leave (A, L, P) <input type="checkbox"/> Terminated (T) <input type="checkbox"/> Other (please specify): _____	<b>Job Assignment(s)</b> (Check <b>one</b> ) <input type="checkbox"/> Prime Jobs Only <input type="checkbox"/> All Jobs <input type="checkbox"/> Only Job No(s) (please specify): _____ <input type="checkbox"/> Other (please specify): _____	<b>Job Status (2023)</b> (Check <b>all</b> that apply) <input type="checkbox"/> Active and Leave (A,L,P) <input type="checkbox"/> Terminated (T) <input type="checkbox"/> Other (please specify): _____
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### RECORD SELECTION SPECIFICATIONS


## Section II. Change Criteria

	FOR LACOE-SFS USE ONLY - DATA ELEMENT	SCREEN NUMBER	FIELD NAME	CHANGE FROM	CHANGE TO
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

### FOR LACOE-SFS USE ONLY

Administration	SFS Emp Services / SFS Pos Control	SFS Payroll Unit (1)	SFS Payroll Unit (2)	SFS Retirement	Control No / Proc No