

Payroll Services

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Piscataway, New Jersey 08854

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Request to Change Department Default ChartString

Instructions: For changes to current system Departmental Default Chartstrings, only. Send approved form to Payroll Services using the information in the header above. Please allow adequate time for processing.

* Only Projects th	at begin with 2, 5, or 6 are peri	mitted to be a Department Default
Section 1: Department Informat	ion	
Dept ID:	Dept Name:	
Effective Date:		
Section 2: Distribution Detail		
CHANGE FROM:		CHANGE TO:
Current Department Default		New Department Default
Unit		Unit
Division		Division
Organization		Organization
Fund Type		Fund Type
Location		Location
Business Line		Business Line
Activity		Activity
RU Initiative		RU Initiative
Project		Project
Task		Task
Expenditure UDO		Expenditure UDO
Section 3: Request Authorization	1	
Requestor:		Title:
Phone/Ext:		Email:
Approved: Department Head / Designed	<u> </u>	
	ı	1
Print Name	Signature	Date
	PAYROLL	USE ONLY
Approved: Controller's Office - Payroll S Processed By:	ervices	1
Print Name	Signature	Date

Form: DDCRPayroll(V1.2) Updated: Sept 2019