

## 2015-2016 Payroll Budget Codes

In order to properly process payroll information in the BEACON system, the Account Number and Center is needed by the Business Office when approving funds for Additional, Temporary, or Dual Employments, even when paid by the Foundation or SCSSI. Please circle one number under the *State Supported OR Receipt Supported Account Numbers AND one number under Center*. The circled numbers identify the Budget Center and Account to be entered on the appropriate employment request form. If the appointment is being funded by Foundation or SCSSI, identify the funding number at the bottom of this form and enter this account number on the appropriate employment request form. This provides billing information to payroll for processing.

Attach this form to the appropriate request form.

### State Supported Account Numbers

531321 Additional Employment  
531311 Temporary Employment

### Receipt Supported Account Numbers

(if Foundation or SCSSI Supported - complete funding information at bottom of sheet)

531322 Additional Employment  
531312 Temporary Employment

### Dual Employment Account Number

531452 Dual Employment (borrowed from  
another agency)

### Private Contracted Employee Account Number

532199 Miscellaneous Contractual Services  
  
ex: Westaff, Office Team, Accountants  
International

### Center

1111-1110 Chancellor  
1111-1111 Business Office  
1111-1112 Outreach  
1111-1113 Human Resources  
1111-1114 Development  
1111-1115 Admissions  
1111-1117 Communications  
1111-1120 ITS  
1111-1124 Summer Residential  
1211-1210 Art  
1211-1211 Biology  
1211-1212 Chemistry  
1211-1213 English  
1211-1214 Foreign Languages  
1211-1215 Mathematics  
1211-1216 Music

### Center (continued)

1211-1217 Engineering & Technology  
1211-1218 Physics  
1211-1219 Social Sciences  
1211-1220 Science Office  
1211-1221 Humanities Office  
1211-1222 FAB Lab  
1211-1223 Research & Mentorship  
1211-1224 Auditorium  
1211-1225 Drama  
1211-1248 Registrar  
1211-1250 Academic Programs  
1211-1260 DEEP  
1270 Summer Accelerator  
1211-1280 Math Workshop  
1311-1310 Library  
1411-1410 Student Life  
1411-1412 Counseling  
1411-1413 Residential Life  
1411-1414 Health Services  
1411-1415 Physical Activities  
1411-1416 Campus Resources  
1411-1490 Coaches Contracts  
1511-1510 Plant Facilities  
1511-1512 Housekeeping  
1511-1513 Grounds  
1511-1514 Boiler Operations  
  
2110 Summer Workshops (DEEP)  
6120 ENC-STEM (rarely use)  
6120-6121 ENC-STEM -Northampton County  
6120-6122 ENC-STEM-DPI  
6120-6123 ENC-STEM-BelleJar  
6120-6124 ENC-STEM-Goldenleaf  
6130 Duke Research Subaward

\_\_\_\_\_ Foundation Funding - Account #

\_\_\_\_\_ SCSSI Funding - Account #