

**Section: I.2.2**

**PAYROLL BUDGET FUNCTION CODES**

CSU Budget Function Codes are included on Payroll Headers submitted to the State Controller’s Office (SCO). Budget Function Codes are assigned by the CSU system Budget Office, and correlate with CSU FIRMS Program Codes that identify program area of expenditure. For additional description of CSU FIRMS Program Codes, please reference the FIRMS data element dictionary maintained by CSU Financial Management Services at: <http://www.calstate.edu/cim/elements/instruction.shtml>.

Each May, SCO Payroll Operations sends out an annual update of existing Payroll Headers, “Payroll Header Report” form PR 421. This report, a listing of Payroll Headers for the current fiscal year, is to assist agencies/campuses in the establishment of headers for the new fiscal year. Any Payroll Header established after the SCO Payroll Header Report form PR421 update in May require a form STD 407.

Valid values for Budget Function Codes as of July 1, 2004, are listed in the table below:

Budget Function Code	Budget Function (FIRMS Program Code) Description	FIRMS Program Code*	
<b><i>Instructional Program</i></b>			
110	General Academic Instruction	0101	
115	Vocational/Tech Instruction	0102	
<del>120</del>	<del>Special Session Instruction</del>	<del>0103</del>	Discontinue use
140	Community Education	0104	
150	Preparatory/Remedial Instruct	0105	
<b>160</b>	<b>Instructional Information Technology</b>	<b>0106</b>	New subprogram
<b><i>Research Program</i></b>			
210	Institutes & Research Centers	0201	
220	Individual or Project Research	0202	
<b>230</b>	<b>Research Information Technology</b>	<b>0203</b>	New subprogram
<b><i>Public Service Program</i></b>			
340	Campus Community Services	0301	
350	Cooperative Extension Service	0302	
360	Public Broadcasting Services	0303	
<b>370</b>	<b>Public Service Information Technology</b>	<b>0304</b>	New subprogram

Budget Function Code	Budget Function (FIRMS Program Code) Description	FIRMS Program Code*	
<b>Academic Support Program</b>			
410	Libraries	0401	
420	Museums & Galleries	0402	
430	Educational Media Services	0403	
<b>440</b>	<b>Academic Support Information Technology</b>	<b>0409</b>	New subprogram
<del>450</del>	<del>Academic Computing Support</del>	<del>0404</del>	Discontinue use
460	Ancillary Support	0405	
490	Academic Administration	0406	
491	Academic Personnel Development	0407	
495	Course & Curriculum Development	0408	
<b>Student Services Program</b>			
510	Social & Cultural Development	0502	
515	Student Service Administration	0501	
530	Counseling & Career Guidance	0503	
540	Financial Aid Administration	0504	
551	Student Health Services	0507	
<b>580</b>	<b>Student Services Information Technology</b>	<b>0508</b>	New subprogram
<b>590</b>	<b>Student Admissions</b>	<b>0509</b>	New subprogram
<b>595</b>	<b>Student Records</b>	<b>0510</b>	New subprogram
<del>632</del>	<del>Student Admissions and Records</del>	<del>0505</del>	Discontinue use
<b>Institutional Support Program</b>			
610	Executive Management	0601	
620	Fiscal Operations	0602	
<del>643</del>	<del>Gen Admin &amp; Logistical Support</del>	<del>0603</del>	Discontinue use
<del>645</del>	<del>Admin Computing Support</del>	<del>0604</del>	Discontinue use
670	Public Relations/Development	0605	
<b>680</b>	<b>General Administration</b>	<b>0606</b>	New subprogram
<b>690</b>	<b>Administrative Information Technology</b>	<b>0607</b>	New subprogram
<b>Operations and Maintenance Program</b>			
651	Physical Plant Administration	0701	
652	Utilities	0704	
653	Buildings Maintenance	0702	
654	Landscape & Grounds Maintenance	0705	
655	Custodial Services	0703	
656	Major Repairs & Renovations	0706	
<b>657</b>	<b>Security and Safety</b>	<b>0707</b>	New subprogram
<b>658</b>	<b>Logistical Services</b>	<b>0708</b>	New subprogram
<b>659</b>	<b>Operations and Maintenance Information Technology</b>	<b>0709</b>	New subprogram
<b>Independent Operations</b>			
710	Independent Ops Institutional	3001	
720	Independent Ops-FFRDC's	3002	
<b>Auxiliary Enterprises Program</b>			
810	Auxiliary Enterprise Student	2001	
<b>Reimbursed Activities</b>			
900	Reimbursed Activities	1100	