

INSTRUCTIONS

Use this form to move salary expenses already paid from one set of FOAPAL(s) to another set of FOAPAL(s). Associated payroll costs are moved automatically as part of this process.

This Redistribution will NOT change the budget or payroll authorization. If the budget is wrong, send an e-mail to Margi Dusek in the Business Office with the employee=s name, how much budget needs to be moved, and from which FOAPAL to what new FOAPAL. If the payroll authorization is incorrect, a revised payroll authorization needs to be prepared.

Employee: Each request should be for one employee only. Enter employee=s name.

ID#: Enter the ID Number for the above employee.

Position #: Enter the Position Number listed on the employee=s authorization. Please submit a separate request for each Position Number to be corrected.

Pay Date(s): List the pay dates to be redistributed. Refer to the Payroll Schedule for pay dates.

Examples: 10-31-13, 11-26-13 (Redistributes Oct. and Nov. =13)
7-18-13, 8-14-013 (Redistributes Jul. and Aug.= 13)

Change FOAPAL from: Enter the FOAPAL(s) and percentages as currently charged.
Do not show payroll costs these are automatically redistributed.

Change FOAPAL to: Enter the FOAPAL(s) and percentages as they are to be redistributed.

Example: Change FOAPAL from: 10000 4226 16010 12331 50%
10000 4226 16030 12311 20%
*21413 4226 16030 10101 30%

Change FOAPAL to: 10000 4226 16010 12331 50%
10000 4226 16030 12311 20%
*26420 4226 16040 10101 30%

*Even though only one line is changing, all FOAPALs originally charged need to be listed, as well as all FOAPALs to be charged with the redistribution.

Requested by: Enter name of individual making request, and date.

Administrator Signature: Obtain the employee=s immediate supervisor, director, or dean=s signature and date signed, for approval of redistribution.

Submit redistributions by the end-of-month payroll deadline to assure completion during current month.

If you have questions, please call Human Resources.

**REDISTRIBUTION REQUEST FOR
SALARY & ASSOCIATED PAYROLL COSTS**
(Does not change budget or payroll authorization)
Instructions on back

Employee Name					
ID #					
Position Number and Suffix					
Pay Date(s)					
	Fund	Org	Account	Program	Percentage
Change FOAPAL from					
Percentage column should equal 100.					
Change FOAPAL to					
Percentage column should equal 100.					
Requested by				Date	
Administrator Signature				Date	