



Labor Cost Distribution Change Request

Instructions: This form is used to change the distribution of labor cost for an existing appointment. This may be for one employee or for all employees in a position pool. Please obtain the Employee ID, Empl Record Number, and PeopleSoft position number (e.g.: 00005050). The effective date indicated should be the date the labor cost distribution change will take effect. Questions should be directed to the Budget Admin. & Operations Office at x81463. Submit the completed form and appropriate approvals to Budget Admin. & Oper. Office, ADM 355.

Date:	Contact:	Phone:	E-mail:
Department Number:		Department Name:	

Employee Level Change Use this section when changing funding for one employee.

Employee Name:		
Employee ID:	Empl Record #:	PS Pos.#:
Effective Date:	End Date	

Position Level Change

Use this section when changing funding for all employees in a particular position. (Position Pool with a maximum headcount of greater than 1) Submit a list of employees and EmplIDs/Rclds with this request.

PeopleSoft Position Number:	
Effective Date:	End Date:

Please specify the justification for this adjustment request.

Distribution of Labor Cost

Use this section to identify funds from which this position is to be paid.

Finance Account Code	Finance Fund	Dept. ID	Class* <small>(Value must be within range of 44401-44499)</small>	Project/Grant*	Percentage (%) applied to appointment	Dollar (\$) Amount applied to appointment
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From:

						\$
						\$
					100 %	\$

To:

						\$
						\$
						\$
						\$
*Only if applicable; not required for all appointments					100 %	\$

Department Approval

Appropriate Administrator Signature:	Date:
Dean/Administrator Signature:	Date:

Budget Admin. & Operations Approval

Labor Cost Unit:	Date:
Keyed into PeopleSoft by:	Date: