

## Labor Redistributions

Labor Redistributions are used to move Salary Expenses from one FOAP to another.

- They cannot be used to move Salary Expenses from one Job Position to another or from one job classification to another.

The Labor Redistribution form is located on the Payroll Webpage under “Forms”.

- The negative (-) rows are the FOAP you are moving the expense from and the positive (+) rows are the FOAP you are moving the expense to.

Original Labor Redistributions must be received in the Payroll Office by the 20<sup>th</sup> of each month to be entered for the end of month feed to Finance.

As of 2/1/2011, Payroll will no longer enter Labor Redistributions from faxed copies. We must have the original form.

Labor Redistribution Form												
Payroll ID (Choose only one Payroll ID per page <b>MN</b> (Monthly) or <b>SM</b> (Semi-Monthly))											<input style="width: 95%;" type="text"/>	
Prepared by:			Date:			Authorized by:			Date:			
May include multiple payroll #s. Gross amount needs to be total of payrolls you are listing.												
							FOAP					
Bear #	Name	Position #	Suffix #	Beg Payroll #	End Payroll #	Gross \$ amount to redistributed	(-) From (+) To	Fund	Org	Account	Program	Activity
							-					
							+					
							-					
							+					
							-					
							+					
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