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.

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

Labor Redistribution Form

Payroll ID   (Choose only one Payroll ID per page **MN** (Monthly) or **SM** (Semi-Monthly))

Prepared by: Date: Authorized by: Date:

May include multiple payroll #s. Gross amount is total dollars for payrolls listed.

										FOAP		
Bear #	Name	Position #	Suffix #	Beg Payroll #	End Payroll #	Gross $ Amount to be Redistributed	(-) From (+) To	Fund	Org	Account	Program	Activity
							-					
							+					
							-					
							+					
							-					
							+					
							-					
							+					
							-					
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