Colorado School of Mines
Payroll Redistribution Request Form

P/R Only-Entered By:
Date:

Request Date: 3/11/2011

EMPLOYEE:

	CWID #	Last Name	First Name	Jobs ID Position #	Jobs ID Suffix
Page 1 of 1	12345678	Exampleform	Youra	031010	00

Department: Mining Engineering Contact: Ima Miner Extent.#: 3266

Does this Reallocation involve Sponsored Research Funds(Y/N)? Y

Department Approver: _____ Date: _____

ORA Approve _____ Date: _____

Budget Dept Approver: _____ Date: _____

*If this Reallocation is on a Grant, it must be approved by the Office of Research Administration.

Reviewed By ORA Dir: _____

Total Amount: 4,500.00 Posting Date (Enter By): _____ Date:

P/R Year (20YY): 2011 P/R Type (MP or SM): MP P/R # (# #): 1 P/R Date: (Optional)

Hours	Percent	Amount	Index	Fund	Orgn	Account	Program	Justification
OLD or Current Earnings Labor Distributions								You do not have to fill in all 3 catagories. You can fill in "Hours" or "Percent" or "Amounts" but not all 3 at once. Banner will automaticly figure the totals for the categories that are not filled in.
		2,000.00	123456	1001	32456	5210	1100	
		2,500.00	123456	123456	78910	5210	1200	
NEW Earnings Labor Distributions								
		2,500.00	456789					
		500.00	456789					
		1,500.00	912345					

P/R Year (20YY): P/R Type (MP or SM): P/R # (# #): P/R Date: (Optional)

Hours	Percent	Amount	Index	Fund	Orgn	Account	Program	Justification
OLD or Current Earnings Labor Distributions								You do not have to fill in all 3 catagories. You can fill in "Hours" or "Percent" or "Amounts" but not all 3 at once. Banner will automaticly figure the totals for the categories that are not filled in.
	75.00%							
	25.00%							
NEW Earnings Labor Distributions								
	25.00%							
	50.00%							
	25.00%							

P/R Year (20YY): P/R Type (MP or SM): P/R # (# #): P/R Date: (Optional)

Hours	Percent	Amount	Index	Fund	Orgn	Account	Program	Justification
OLD or Current Earnings Labor Distributions								You do not have to fill in all 3 catagories. You can fill in "Hours" or "Percent" or "Amounts" but not all 3 at once. Banner will automaticly figure the totals for the categories that are not filled in.
120.00								
53.33								
NEW Earnings Labor Distributions								
60.00								
60.00								
53.33								

P/R Year (20YY): P/R Type (MP or SM): P/R # (# #): P/R Date: (Optional)

Hours	Percent	Amount	Index	Fund	Orgn	Account	Program	Justification
OLD or Current Earnings Labor Distributions								
NEW Earnings Labor Distributions								