

Payroll Redistribution Procedures

Updated: 4/13/2011



The purpose of the "Redistribution Form" is to provide the Payroll Department a detailed request to redistribute charges from one FOAP to another FOAP. The goal for this form should be; to provide the Payroll Department exactly what amount(s) should be redistributed and from each specific pay period. Only the "Labor" FOAP itself needs to be specified, the "Fringe Benefit " FOAP will automatically follow your redistribution. The results; this form will be more specific and standardized, allowing Payroll to enter the redistribution with a less time consuming effort on each request. This should also promote a more timely effort on the Payroll side and faster results for the departments.

Request Date: This is the date the form is completed or sent to the Payroll Department.

EMPLOYEE:

CWID - The individual's Campus Wide ID.

Name - The name of the individual whose payroll is being redistributed.

Position # - The position number that the redistributed applies to.

Suffix # - The position identifier, i.e. WR=Winter Research, 00=Main job

Department - Department where the person filling out the form is located

Department Contact - The name of the person filling out this form

Extention # - The phone number for the person filling out this form

Does this Redistribution involve Sponsored Research Funds? (Y=Yes or N=No)

Department Approver - The signature of the person who is authorized to allow the reallocation. To promote the use of email and to expedite the redistribution process, in place of a signature, an **email** with approval instructions may be acceptable.

ORA Approver - The Office of Research Administration must approve all Redistributions involved with "Research Grants".

Budget Approver - The Budget Office must approve any "Interdepartmental Redistributions".

Total Amount - This is the total amount that is being redistributed from all entries on form. If the form is being completed on the computer, the Total Amount will automatically total as you add new entries.

Posting Date(Enter By) - If there is a specific date that the requestor wants the redistribution posted to Finance by, indicate so, otherwise it will be posted, using the date that it is entered. This date has to be in a current existing open period or month. You cannot go back if a period is closed.

P/R Year - The year that the payroll was originally paid and/or posted to Finance.

P/R Type - **MP** = Monthly Payroll or **SM** = Semi-Monthly Payroll

P/R ID - The payroll number i.e., for MP, 1=Jan 31, 2=Feb 28, etc. for SM, 1=Jan 15, 2=Jan 31, etc.

P/R Date - This is date optional, but if you're not sure of the payroll #, this date will help identify the pay period.

OLD Earnings Labor Distribution - The FOAP information for the original pay event (the one that is being modified).

Note - There is only one (1) specific line item for each "Old Earnings" FOAP. We want to know the exact amount you are redistributing for each payroll period. If you have more redistributions, then please enter a new set. Also, you only need to specify one of these fields; "Hours", "Percent(100%)" or \$ Amount, being redistributed. In doing so, the Banner System will automatically calculate the remaining two (2) fields.

Hours - The number of hours being redistributed.

Percent - The percentage of the total period's pay for the position being redistributed

\$ Amount - The dollar amount of wages being redistributed (do not include "Fringe Benefits in this number)

FOAP - Fund, Organization, Account and Program - The original account number charged for the pay events.

NEW Earnings Labor Distribution - The FOAP information that you want charged (FOAP you are moving the P/R to)

Note - There are only (3) line items available for the "New Earnings" FOAPs. If you have more redistributions, then enter a new set. Also, you only need to specify one of these fields; "Hours", "Percent(100 or less)" or \$ Amount, being redistributed. In doing so, the Banner System will automatically calculate the remaining two (2) fields.

Hours - The number of hours being redistributed

Percent - The percentage of the total period's pay for the position being redistributed

\$ Amount - The dollar amount of wages being reallocated (do not include Fringe Benefits in this number)

FOAP - Fund, Organization, Account and Program - The new account number charged for the pay events

Justification/ Reason for Change - *An explanation as to why the redistribution is necessary. This should include an explanation of how the event occurred, how the charge is related to the account receiving the expenditure and why the original allocation was incorrect. Please include any backup that should accompany your request.*

Incomplete or improper justifications will be returned to the Department Contact.