Job Labor Distribution Change Request

THE UNIVERSITY OF MEMPHIS.

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Use this form to request the job labor distribution index-FOP is changed for grants and contracts.
Submit Completed Form to Research Administration for Post Award, Administration Bldg., Room 265.

EMPLOYEE INFORMATION

Date

Select the month (MN) to apply the job labor distribution changes:

Full Name

Pay ID (select one)   MN   BW

Banner ID

Position Number

Enter Job Labor Distribution Changes

Index	Fund	Orgn	Program	Activity	Percent

* Pay Period Numbers range from **1-26 for Biweekly and 1-12 for Monthly.**   **Total:**
  Go to http://www.memphis.edu/payroll/schedules.php for biweekly and monthly payroll schedules.

** Earnings Codes can be found at https://umwa.memphis.edu/programguides/hr/earnings.php.

If labor distribution reports reflect multiple account code entries for one pay period for an individual, enter each on a separate line.
If job labor distribution change affects another account you do not have signature authority on, you must obtain approval from all financial managers affected prior to submitting request.

Provide reason for job labor distribution change:

Approvals:
Signature of Chair required when job labor distribution change decreases Ledger 5 and increases Ledger 2, due to changes in recovery. Signature of Principal Investigator and Grants & Contracts Accounting required when job labor distribution change affects restricted Ledger 5.

Principal Investigator or Designee: Grants & Contracts Accountant:

_____   _____   _____   _____
Signature   *Date*   *Signature*   *Date*

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