

Salary Distribution Change Request and Budget Transfer

ACTION (Complete specified sections): Salary Budget Transfer (1, 5) Salary Reallocation (2, 4, 5) Job Labor Distribution (2, 3, 5)

SECTION 1: REQUEST SALARY BUDGET TRANSFER

Include reason for transfer and/or over 90 day explanation

Prepared By _____
Date _____

Permanent Temporary

BUDGET TRANSFER FROM:							BUDGET TRANSFER FROM:						
Position Number	Position Title	Cost Center Title	Fund	Orgn	Acct	Amount	Position Number	Position Title	Cost Center Title	Fund	Orgn	Acct	Amount
TOTAL							TOTAL						

SECTION 2: EMPLOYEE INFORMATION

University ID _____	Employee Name _____	Position Number _____	Home Orgn _____
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SECTION 3: REQUEST LABOR DISTRIBUTION CHANGE ON JOB RECORD

JOB LABOR DISTRIBUTION CHANGE FROM:				JOB LABOR DISTRIBUTION CHANGE TO:				
Fund	Orgn	Account	Percent	Begin Date	Fund	Orgn	Account	Percent

SECTION 4: SALARY REDISTRIBUTION REQUEST

Pay ID _____	Calendar Year Begin _____	Pay Number _____	Calendar Year End _____	Pay Number _____
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SALARY REDISTRIBUTION FROM:						SALARY REDISTRIBUTION TO:					
Hours	Percent	Amount	Fund	Orgn	Account	Hours	Percent	Amount	Fund	Orgn	Account

Reason for transfer:

Over 90 Day Explanation

SECTION 5: APPROVALS

PI/Cost Center Admin _____ Signature _____ Date _____
 Dean/Director _____ Signature _____ Date _____
 Pres/VP/Research _____ Signature _____ Date _____
 HRIS _____ Signature _____ Date _____

Comments _____