

RENSELAER

Planned Labor Distribution Change Form

(Submit this form to Disbursement Operations, Rice Bldg, 5th Floor)

_____ Date

Employee Last Name First Name M.I. Rensselaer ID #

Effective: _____ To: _____
If you enter a date here you must complete Section (B)

Section (A)

| Fund | Organization | Account | Program | Activity | Location | % |
|------|--------------|---------|---------|----------|----------|---|
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Total 100%

Section (B) Enter the FOAPAL you want to revert to if you entered a TO: date above.

| Fund | Organization | Account | Program | Activity | Location | % |
|------|--------------|---------|---------|----------|----------|---|
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Total 100%

Signature(s) of Business Manager(s) responsible for the organization(s) listed above Date _____

Signature _____ Print Name _____ Date _____

Signature _____ Print Name _____ Date _____

Signature _____ Print Name _____ Date _____

If the total planned effort is split between various organizations, each business manager must sign for their specific organization and must initial the line in which they are authorizing this planned effort.

INSTRUCTIONS

Labor Distribution Change Form

Purpose:

This form is to be used to change the FOAPAL on future labor transactions.

All data **MUST** be typed or legibly printed to ensure accuracy.

Do not use this form for organizational transfers/reassignments. An employment transaction form is necessary as HR and the budget office must monitor employee reassignments.

Effective Dates:

Section (A)

Enter the date the accounting change should take place.

IMPORTANT

DO NOT backdate the effective date. Be aware that we can not change a period that has already gone through the payroll process. We will enter the change for future payrolls ONLY. You will need to change the past by using the BQY established in the DataWarehouse – “Labor Redistribution Worksheet” and if research funds are involved complete the form “Labor Cost Transfers Involving Sponsored Funds”.

Section (B)

If you enter a To: date (or end date) you must complete Section (B). Payroll will enter a new FOAPAL to be effective as of that date.

FOAPAL

Enter the accounting distribution. The total of all percentages shown must equal 100%.

FOAPAL Components

Fund (6 Char) **REQUIRED**
Organization (4 Char) **REQUIRED**
Account (Use a labor expense code) **REQUIRED**
Program (Use appropriate code) **REQUIRED**
Activity (Use appropriate code) **REQUIRED**
Location Optional

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