

**RENSELAER**  
**Planned Labor Distribution Change Form**  
 (Submit this form to Payroll@rpi.edu)

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	%
Total						<u>100%</u>

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

Fund	Organization	Account	Program	Activity	Location	%
Total						<u>100%</u>

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.

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

**(Submit this form to [Payroll@rpi.edu](mailto:Payroll@rpi.edu))**