PAYROLL REDISTRIBUTION REQUEST

- This form is to be utilized for payment redistributions or correcting effort distribution for previous distributions in Banner.
- If you are changing an active distribution, you will need to utilize PageUP or a PA.
- If you are changing an active distribution for a Student or a Graduate Assistance please complete a Labor Distribution change ePAF

EMPLOYEE ROCKET NUMBER: _____

EMPLOYEE NAME: _____

EFFECTIVE **PAYDAYS**: _____ to _____

PREVIOUS DISTRIBUTION:		**PROPOSED DISTRIBUTION**:	
INDEX-ACCT #	**%**	**INDEX-ACCT #**	**%**
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
4. _____	_____	4. _____	_____
5. _____	_____	5. _____	_____
	Must total 100%		Must total 100%

Authorized Requestor: _____ Date: _____

As the authorized requestor of this salary redistribution change, I affirm that the Project Director(s) or Principal Investigator(s) has initiated this change request and the request is being made based solely on the amount of effort that was provided by the employee on each index. In addition, appropriate documentation of this approval is being maintained by the department.

Justification (required): _____

_____

Comments: _____

_____