Earnings Labor Distributions Block

The information entered in this section includes the original charges and the changes that will be processed in the redistribution. Changes for more than one pay period or for more than one earnings code should be noted in the left-hand section of this portion of the form.

- Run No. - Indicate the payroll run number for the original charges.

- Old - should reflect the accounts that were originally charged.
- New - should reflect where the labor should be charged in Banner.

- Complete only ONE of the following:
  - Hours - The total hours charged for each earnings code/fund/org/acct.
  - % (Percentage of effort) - The percentage of time distributed to specific fund.
  - Amount - The dollar amount of salary to be redistributed, do not include benefits.

- Fund, Orgn, Acct, fields should be completed for Old and New lines.
- Program code field can be left blank unless the LR is correcting a program code error.
- Reason for change - Include an explanation for the redistribution Signature Block

<u>Required Signatures</u>:
DocuSign for required signatures is authorized

- Completed by & phone # to contact for questions.
- Employee
- Supervisor or Principal Investigator - This is the person that signs time sheets as the supervisor.
- UAA Post Award approval (restricted/match funds only).
- Back-up information to be submitted with LR form (include one of the following):

  Copy of NHIDIST print-screen

Email LRs to UAA Budget Office for processing.