



Job Labor Distribution Change Request

[Request Help](#)

Use this form to request the job labor distribution index-FOP is changed for grants and contracts. Use whole numbers to enter the effort percentage in the Percent Column. For example, for 20%, enter 20. Submit Completed Form to Research Administration for Post Award, Administration Bldg., Room 265.

EMPLOYEE INFORMATION

Date **Select the month (MN) to apply the job labor distribution changes:**

Full Name Pay ID (select one) MN BW

Banner ID Position Number

Enter Job Labor Distribution Changes

Index	Fund	Orgn	Program	Activity	Percent
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* Pay Period Numbers range from **1-26 for Biweekly and 1-12 for Monthly.** **Total:**

Go to <http://www.memphis.edu/payroll/schedules.php> for biweekly and monthly payroll schedules.

** Earnings Codes can be found at <https://umwa.memphis.edu/programguides/hr/earnings.php>.

If labor distribution reports reflect multiple account code entries for one pay period for an individual, enter each on a separate line. If job labor distribution change affects another account you do not have signature authority on, you must obtain approval from all financial managers affected prior to submitting request.

Provide reason for job labor distribution change:

Approvals:

Signature of Chair required when job labor distribution change decreases Ledger 5 and increases Ledger 2, due to changes in recovery.

Signature of Principal Investigator and Grants & Contracts Accounting required when job labor distribution change affects restricted Ledger 5.

Principal Investigator or Designee:

Chair or Designee:

Grants & Contracts Accountant:

Signature	Date	Signature	Date	Signature	Date
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By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the sponsored agreement charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement.