Job Labor Distribution Change Form – Future Instructions

- Use this form for funding changes effective after the Last Paid Date. Forms received with a change effective date prior to the last paid date will be returned to the department.
- The form can be found at the following link. http://www.depts.ttu.edu/budget/forms.php
- Forms need to be submitted with approval of the Financial Manager or Approver for the Organization(s) that funds are being redistributed to.
- All future forms involving a grant FOP will need ORS approval. The Budget Office will forward completed forms to ORS for the approval.
- Run Cognos Report: **HR121 – Current and Future Appointment Report** to get information that will help you fill out the form. This report will include existing future dated records. The report is located in: Public Folders > Human Resources > Departmental Users > Employee Appointment Reports
- This NEW effective change(s) will **supersede** existing future dated labor distribution records, even if not indicated in the NEW Job Labor Distribution section(s).
- If more than 2 new JLD effective dates are needed, then use another form for additional dates(s).
- Submit all completed form(s) in original Excel format as attachments to AMBUD@ttu.edu.
- Please ensure funds are available in budget pool 620 prior to submitting the JLD.

**FIRST SECTION:**

Information to complete this section is on the Cognos Report.

- **Employee ID** – Enter employee ID that begins with an R, followed by 8 numbers for a total of 9-digits.
- **Employee Name** – Enter last name, first name and middle initial.
- **Position Number** – Enter position number. TTU positions begin with a T, followed by 5 numbers. TTUS positions begin with an S, followed by 5 numbers. The position number is 6-digits.
- **Job Suffix** – Enter Job Suffix which is 2-digits.
- **Job Begin Date** – Enter date in MM/DD/YY format.
- **Job Type** – Select Job Type from drop down list supplied on form.
- **Payroll ID** – Select Payroll ID from drop down list supplied on form. SM for semi-monthly payroll or MN for monthly payroll.
- **Assign Salary per Pay Period** – Enter Assign Salary on the report for this Job.
- **Pay Periods** – This will default based on Payroll ID selected above. Pay periods will be 24 for Semi-Monthly and 12 for Monthly.

**CONTACT INFORMATION:**

- Enter Name, Phone #, Department and City for appropriate contact person regarding this Job Labor Distribution Future Change Form.

**FUTURE JOB LABOR DISTRIBUTION CHANGE SECTION:**

Enter your NEW labor distribution information in this section.
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- **Temporary/Permanent** – Select from drop down list supplied on form. Select T for Temporary changes that effect the current year. Select P for Permanent changes that effect current and future fiscal year.
- **Effective Date** – Enter the effective date of the NEW job labor distribution.
- **Fund** – Enter fund for NEW labor distribution.
- **Orgn** – Enter Organization for NEW labor distribution.
- **Acct** – Enter Account for NEW labor distribution (should be the same account code as in the previous labor distribution).
- **Percent** – Enter Percents for NEW labor distribution. Enter percents with 2 decimals only. The total of the new labor distribution percents must total 100%.
- **Assign Salary per Pay Period** – This will default based on the information submitted above.
- **Bdgt Pool Code** – This will default based on account code entered.
- **Total** – The percents must total 100%, otherwise you will receive an error message. If your total is 100 percent and you receive the error, verify your percents were entered correctly using 2 decimals only.

**COMMENTS:**
- Add comments that will help clarify the NEW future job labor distribution request(s).