Labor Redistribution Form Instructions

Use the Labor Redistribution Form (LRF) for redistributing payrolls which have already been paid.

- 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 LRFs involving a grant FOP will need SPAR approval. Fill out the SPAR Form found on the 3rd tab of the LRF excel workbook and submit with the LRF.
- Use one Labor Redistribution Form for each payroll being redistributed (per employee).
- Use Cognos Report RPT_PAYDIST_002 – Payroll Distribution Report to complete each form. This report is located in: Public Folders > Human Resources > Departmental Users > Payroll Reports.
- Submit all Labor Redistribution forms in original Excel format as attachments to AMBUD@ttu.edu.
- Please ensure funds are available in budget pool 620 prior to submitting the LRF.
- Labor Redistributions are processed by the Budget Office, and posted to Finance nightly.

EMPLOYEE INFORMATION SECTION:

All information for this section can be found using the RPT_PAYDIST_002 report above.

- **Employee ID** – Enter employee ID number (i.e. R12345678)
- **Employee Name** – Enter Last Name, First Name Middle Initial (i.e. Doe, John C.)
- **Payroll Fiscal Year** – Enter the actual fiscal year which corresponds to the payroll being redistributed
- **Payroll Number** – Enter the payroll number

CONTACT INFORMATION:

- Enter Name, Phone #, Department, and City for appropriate contact person regarding this Labor Redistribution Form.

LABOR REDISTRIBUTION SECTION:

- Each LRF can only be used to redistribute labor for ___ employee, payroll ID & number, position, and suffix.
- Each earn code should have at least two lines: one to show which FOP(s) the pay has already been paid from – and one to show the new FOP(s) the pay will be redistributed to.
- **Earn Code** – Enter earn code(s) you would like to redistribute from Cognos report.
  - Note: If RGH or RGS (Regular Salary) earn codes are being redistributed, longevity (LNG) must be redistributed in the same manner (if applicable).
  - ‘ALL’ can be used in the Earn Code section, if all amounts which made up the employee’s pay need to be redistributed.
- **PAID Section** (Orange) – Enter the Fund, Orgn, Acct, Prog, Percent, and Amount where the employee was paid. (The full amount paid for the earn code(s) being redistributed must be shown)
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- **RETRO Section (Blue)** – Enter the Fund, Orgn, Acct, Prog, Percent, and Amount where you would like the pay redistributed.

**The total amounts in the ‘PAID’ and ‘RETRO’ columns for each earn code must equal. These not being equal will cause a yellow highlighted error on the form.**

**COMMENTS:**
- Add comments to help clarify the labor redistribution request.