Permanent vs Temporary – Future Labor Forms

Job labor distribution future forms can be processed as permanent or temporary changes, as indicated by the department, on the form above the “NEW Job Labor Distribution” section.

Permanent means a change effects the current and future fiscal year. If permanent is selected, the “Position Budget” will be updated with the new funding distribution and will be reflected in Salary Planner.

Temporary changes only effect the current fiscal year and no changes will be made to the “Position Budget”.

When a grant FOP(s) is entered as a funding source, the form should always be marked as a temporary change unless the grant termination date extends past August 31 of the current fiscal year. All changes that include a funding source that will not be available in the future fiscal year should be marked as temporary.