

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/>
- 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 Accounting Services approval. Fill out the Accounting Services 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 **HR122 – 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 6Z0 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 HR122-Payroll Distribution 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
- **Position** – Enter the position being redistributed
- **Suffix** – Enter the suffix for the position being redistributed
- **Payroll ID** – Enter the payroll ID (MN or SM)
- **Payroll Number** – Enter the payroll number
- **Calendar Month** – Using the dropdown menu, select the calendar month associated with the payroll ID and number to be redistributed.
- **Is LRF related to cost share for a sponsored project?** – Using the dropdown menu, select YES or NO. If YES is selected, complete the Accounting Services form (found on the 3rd tab) and submit with the labor redistribution form.

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 one 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.

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- **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)
- **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 (total amounts for the columns found at the bottom of the form). These not being equal will cause a yellow highlighted error on the form.

COMMENTS:

- Add comments to help clarify the labor redistribution request.