

Labor Redistribution Request Form Instructions

1. Enter the employee's ID number, name, home department, and department contact information in the top of the form.
2. Use the Requested Distribution section to list how the employee's effort should look. For example, if you would like for the employee's effort to reflect that he or she spent 50% of his or her time on grant A and 50% of his or her time on grant B, this section should reflect that distribution. Please make sure that the "% to be paid" column totals 100%. Also, please ensure that the effective dates do not start before the first day of the certification period. For example, if you are completing a redistribution in the spring certification period, it should not start before January 1 because the certification period runs January 1 through May 15.
3. This form should only be used for the period that we are certifying. For example, if we are certifying for the Summer, we can only use the dates May 16 through August 15. If you would like to reallocate or make changes for current or future periods, please use the HR forms located on their website.
4. Use the Current Distribution section to list how the employee's effort is currently distributed. For example, if the employee's current effort record shows that they worked 70% on grant A and 30% on grant B, this section should show that distribution. Please make sure that the "% to be paid" column totals 100%. Also, please ensure that the effective dates do not start before the first day of the certification period. For example, if you are completing a redistribution in the spring certification period, it should not start before January 1 because the certification period runs January 1 through May 15.
5. Complete the notes section to give any details that are important to the change.
6. Print your form for your records.
7. Click on the submit form button. This button will attach the form to an e-mail addressed to Sponsored Programs, and the e-mail needs to be sent out to the PI (if we are not changing the PI's time), the chair, and the dean. Please instruct the PI, chair, and dean to approve by e-mail and instruct them to copy everyone on the approval. Once all approvals are received, the redistribution will be sent to Budget for processing and SPA will re-extract the effort record the next morning for the employee to certify.