

Redistribution Information

Definition:

Labor Distribution: The Index, Fund, Orgn, Account, and Program an employee's payroll expenses (salary, wage, and benefits) are charged to.

Purpose:

Redistributions (also referred to as reallocations), are used to change the labor distribution of previously paid payroll expenses. Redistributions can only be made to payroll expenses that occurred within the current fiscal year. Redistributions are to correct labor distributions for past payroll expenses, a Change of Index/Percentage ePAF should be used to change labor distributions for future payroll expenses. When making labor distribution changes mid fiscal year, for the full fiscal year, both a redistribution form and ePAF may be required.

Once a redistribution is complete, all affected payroll expenses will show on the expense-receiving department's labor distribution reports. Benefit expenses tied to redistributed salary and wage expenses will also be redistributed (Workers Compensation, unemployment, FICA taxes, retirement, etc.). Benefits cannot be redistributed on their own or excluded from a redistribution; the Banner Payroll System automatically associates benefit expenses to redistributed salary and wage expenses.

Process:

Complete the attached Redistribution Form, with all available information, for each redistribution to be made (up to three per form). The responsible party over the index receiving redistributed payroll expenses should approve part-time redistributions. The responsible party over the index receiving redistributed payroll expenses, and the Budget Office, should approve full-time redistributions. After receiving required approvals, the completed redistribution form should be forwarded to the Payroll Office (HF 101) for processing. Redistributions are processed in batches and may take up to 4 weeks to be completed.

Redistributions to clean up indexes at the end of a fiscal year should be turned into the Payroll Office no later than July 20.

Redistribution Form:

Proceed to Page 2 of this document.

Redistribution Form

Employee Name _____ UVID Number _____
 Department _____ Position Number and Suffix _____
 From Payroll Date or Number _____ To Payroll Date or Number _____

Redistribution	%	\$ AMT	INDEX	FUND	ORG	ACCT	PROG
INCORRECT							
CORRECT							
Notes:							

Employee Name _____ UVID Number _____
 Department _____ Position Number and Suffix _____
 From Payroll Date or Number _____ To Payroll Date or Number _____

Redistribution	%	\$ AMT	INDEX	FUND	ORG	ACCT	PROG
INCORRECT							
CORRECT							
Notes:							

Employee Name _____ UVID Number _____
 Department _____ Position Number and Suffix _____
 From Payroll Date or Number _____ To Payroll Date or Number _____

Redistribution	%	\$ AMT	INDEX	FUND	ORG	ACCT	PROG
INCORRECT							
CORRECT							
Notes:							

Name of Employee Completing this Form: _____

Department Approval _____ Date _____

Budget Office Approval _____ Date _____

Contact the Payroll Office (HF101) at ext. 5158 with questions concerning this form

Payroll Office Use Only:		
Received _____	Processes by _____	Date or Doc # _____