

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 move past payroll expenses from one labor distribution to another. Redistributions are commonly used to correct incorrect indexes, accounts, orgns. or programs on past payroll expenses and to move past payroll expenses from deficit indexes to indexes with surplus funds.

Information:

Only payroll expenses occurring within the current fiscal year can be redistributed. Redistributions are to correct labor distributions on past payroll expenses. A Change of Index/Percentage ePAF is needed to change labor distributions for future payroll expenses. When making labor distribution changes in the middle of a fiscal year, for the full fiscal year, postdating the effective date of an Index/Percentage ePAF will alert the Payroll Office to perform a redistribution. In this case, a redistribution form will not be required since the ePAF provides approval for both future and past labor distribution changes.

Benefit expenses associated with redistributed salary and wage expenses will also be redistributed (Workers Compensation, unemployment, FICA taxes, retirement, etc.).

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 _____
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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 # _____