**Humanities and Social Sciences**

**Salary Redistribution and Distribution Requests**

* To redistribute salaries already paid and to change an employee’s salary funding source going forward, both sections should be completed. Otherwise, only the relevant section should be completed.
* The HR System only allows for selecting distribution and redistribution of salary, not benefits. The requestor should review WolfReport P3 - Detailed Payroll Transactions by Project to verify the salary that paid and estimate benefits for redistributions. The estimates are for departmental planning purposes only and cannot be entered by the HR Specialist. Benefits will automatically distribute and redistribute at the same percentages as salary. Example: If 20% of salary pays on a funding source during a pay period, 20% of benefits will also pay on that funding source. Actual benefits redistributed will generally be a little higher than the estimate due to the redistribution of the university benefits charge (workers comp).

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| **Click to enter Employee Name** | **Choose department from list** |
| **Click to enter Employee ID** | **Choose Employee Type** |

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| **Use Section only for Redistributions of Past Payments:**  Redistribution requests are to change the funding source for salaries already paid. Redistributions do not change the funding source going forward. Redistributions requests should be submitted within 60 days of payment (except when delayed due to LI) and no later than May 1 for redistributions in the current fiscal year. Redistribution of state appropriations, summer session, or appropriated receipts (lower 3-accounts) should not cross fiscal years. | | | | | |
| **Pay Period**  Month and Year (ex. June 2018) or Payroll ID for biweekly (ex. 20192R01) | **Redistribution Type** | **Amount of Salary to be Redistributed**  Verify in WRS P3 that amount actually paid during the Pay Period | **Estimated Amount of Benefits that may follow Salary**  Benefits automatically trail salary and may not match estimate. Estimate using WRS P3 for Pay Period | **Current Funding Source**  Verify project and code in WRS P3  (ex. 202888-51319) | **Funding Source for Redistribution**  Verify project and code in WRS P3  (ex. 685385-51119) |
|  | Choose type. |  |  |  |  |
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| **Use Section only for Distribution Changes Going Forward:**  Distribution requests are to change an employee’s salary funding source(s) beginning on a future effective date and going forward. Distribution requests should be submitted no later than the 1st working day of the effective month. Distribution will remain in place until a new request is submitted. | | |
| **Enter Effective Date** (must be future date) | Click to enter a date. | **Click to choose Distribution Type Described Below.** |

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| **List all funding sources to be used for Annual Base (or Stipend or Hourly Pay)**  Example:  201888-51319  685385-51119 | **% for all funding sources for Annual Base (or Stipend or Hourly Pay)**  Example (must total to 100%):  80%  20% | **Amount per funding sources for Annual Base (or Stipend or Hourly Pay)**  Example:  $60,000  $15,000 |
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| Additional Comments |  | | |
| **Requester’s Signature** |  | Date |  |
| The college Director of Research Administration requests distribution and redistribution for **faculty salary release** related to grants through a process separate from this form. For all other redistribution or distribution requests involving ledger 5-accounts, this form should be completed and requires the approval of the Director of Research. Redistributions over 90 days require exceptional justification and must be approved by Contract & Grants (via Director of Research Administration). | | | |
| **Director of Research Approval (if 5-ledger)** |  | Date |  |

Submit completed form via CPAWS to appropriate HR Specialist (with Director of Research signature for 5-ledgers)