Labor Redistribution

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Document No. _____

PLEASE USE A SEPARATE FORM FOR EACH LABOR DISTRIBUTION WITH DIFFERENT BEGIN DATES

Send to SPA if the redistribution involves grant/contract funds.
Send to Payroll if the redistribution is exclusively to non-grant/contract fund FOAPALS

Banner ID	Last Name	First Name	Middle Name	EClass	PayID	
Position	Suffix	S/C/D	Home Dept	Dept Name	Contact Name	Phone Number

FOAPALS Changed From: Note - The FOAPALS list should include any previous retroactive changes, not just NBAJOBS distribution.

Start Date of Change:

Index	Fund	Organization	Account	Program	Current Percent

FOAPALS Changed To:

Start Date of Change:

Index	Fund	Organization	Account	Program	Current Percent

Start Date of Redistribution: _____
End Date of Redistribution: _____
An EPAF was Processed Effective: _____
(Date on NBAJOBS Labor Distribution)

☐ 90 DAY WAIVER - If a 90 day waiver is being processed, check this circle and provide justification in the comments section below.

Comments:	Division Signatures	
	Authorized Signature	Date:
	Concurrent Signature	Date:
	Department	

Form 4139 (6-2020)

Activities:

- Submit a completed Labor Redistribution form for non-grant/contract salary charges to the Payroll office for processing per the instructions on the form. Completed forms for redistribution of grant/contract salary charges should be submitted to Sponsored Program Administration (SPA).

- All forms should be accurate, and properly supported and approved in accordance with the form. Every effort should be made to avoid requests for > 90 day waivers by processing timely.

- Manually create the Document number using your FUND dash CURRENT DATE. For multiple submissions, end with dash NUMBER (i.e. 113130-4-20-2020-01, 02, 03, etc.)

- Labor redistribution requests should be reviewed and reconciled by the unit for accuracy following central processing.

Timing: Required to retroactively correct an erroneous labor distribution or retroactively redistribute labor charges to an alternate index as identified.

Contacts:

- Payroll (General, Designated or Auxiliary Fund indexes)

- Sponsored Program Administration (Grant/Contract indexes)

- Controller's Office (inquires regarding > 90 day waiver justifications)

Resources:

- Cognos Reports

- Banner Financial Management System (FMS) data

Template: Bulk "Labor Redistribution" form #4139 can be obtained as a PDF writable form from Central Receiving at **https://mailroom.wayne.edu/general-forms**

Process Review: This process was reviewed in 2018. The final re-engineered process flowchart is provided by clicking **here** (**https://bao.wayne.edu/financial/cldr_process_flow_fs_final_rev1_-_2019-03-12.pdf**)