

CALS Salary Distribution Change Form

Date Prepared _____

Prepared by - Name _____

Prepared by - Phone _____

Department Name _____

Name of Employee _____

Employee ID # _____

OUC _____

Record # _____

Effective Date of Distribution:

From: _____

To: _____

Total Salary: \$ -

Key in total salary above

Key in percentages in Old and New Distribution rows/cells below

There is a formula in the "Dollars" cells to calculate the amount

Old Distribution:

Project ID	Phase	Account	%	Dollars
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
TOTALS			0.000	-

New Distribution:

Project ID	Phase	Account	%	Dollars
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
			0.000	-
TOTALS			0.000	-

List all project ids in Old and New Distribution sections as they show in HR

Percent must be at three decimal places

Comments: _____

CALS Salary Distribution Change Form

Please complete all sections in the Header

Date Prepared
Prepared by - Name
Prepared by - Phone
OUC
Department Name
Name of Employee
Employee ID #

Effective Dates are important!

Must have starting date
If the change is continuing type in Cont
Remember the Salary Release Code is 18
51119 becomes 51118
51219 becomes 51218
51319 becomes 51318

Remember Return to Base (RTB) at the end of the fiscal year or grant or other date

The Percent columns must be 3 decimal places include zeroes

Comments are important to insure the action is correct

This form can be used for Biweekly salary also

Must include dollar amount and full Biweekly payroll number (especially crossing fiscal years)