



RETROACTIVE DISTRIBUTION OF FUNDING FORM

Employee ID: _____	Empl Rcd No: _____	Date Prepared: _____
---------------------------	---------------------------	-----------------------------

Last Name: _____ **First Name:** _____ **MI:** _____

Select One: Exec Svc Faculty A&P USPS OPS

Position No. _____ **Standard Hrs (Weekly):** _____ **Hr/Bi-week Rate:** _____

Dept. No. _____ **Administrative Code:** _____ **Annual or**

Job Code: _____ **Job Title:** _____ **Academic Rate:** _____

College/School: _____ **Department/MC:** _____

Contact for info on RDF: _____ **Phone/e-mail:** _____

Distribution Information: Provide funding detail for current appointment.

Funding Details -- Change From :					
Note: List partial pay periods on a separate line.					
Start Date	End Date	Funding Info (DeptID, Fund Code, Project)	% of Total Earnings	# of Pay Periods	Earnings Period Amount

Funding Details -- Provide funding information for items to be changed :

Start Date	End Date	Funding Info (DeptID, Fund Code, Project)	% of Total Earnings	# of Pay Periods	Earnings Period Amount

(Attach additional distribution form, if necessary)

Distribution Justification: provide justification for the transfer and additional details.

Required explanation:

Additional information pertinent to this request:

Retroactive distributions must be submitted within 30 days from the end of the month in which the error occurred. Beyond the 30-day deadline, provide detailed explanation and obtain Dean or Vice President approval. Attach memo (required).

Reviewed and Approved By:

<table style="width: 100%;"> <tr> <td style="width: 70%;">PI or Sponsored Project Manager</td> <td style="width: 30%;">Date</td> </tr> <tr> <td>Department Chair</td> <td>Date</td> </tr> <tr> <td>Dean/Director/Vice President</td> <td>Date</td> </tr> </table>	PI or Sponsored Project Manager	Date	Department Chair	Date	Dean/Director/Vice President	Date	<p>SRAS Use Only:</p> <hr/> <p>Payroll Use Only:</p> <div style="text-align: right;"><input type="checkbox"/> JE Required</div>
PI or Sponsored Project Manager	Date						
Department Chair	Date						
Dean/Director/Vice President	Date						