

Name
ID#

Position #:
Department

Term of Service

Fiscal Year

Empl Type

Classified	<input type="text"/>
Unclassified	<input type="text"/>
Grad Asst	<input type="text"/>

Pay Type:

Salary	<input type="text"/>
Wages	<input type="text"/>
Stipend	<input type="text"/>

Change Type

Redistribution	<input type="text"/>
Total Pay Chg	<input type="text"/>

 Variable FTE letter on file for affected year? (Y/N)

Change To:

	Total FTE (%)	Annual Salary Rate	Index 1 / Title				Index 2 / Title				Index 3 / Title				TOTALS			
			L.D. %	FTE (%)	Amount	Change	L.D. %	FTE (%)	Amount	Change	L.D. %	FTE (%)	Amount	Change	L.D. %	FTE	Amount	Change
Jul	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sep	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Oct	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Feb	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mar	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jun	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Total Pay

-	<input type="text"/>
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-	<input type="text"/>
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-	<input type="text"/>
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-	<input type="text"/>
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Annual FTE

-	<input type="text"/>
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-	<input type="text"/>
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-	<input type="text"/>
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-	<input type="text"/>
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Caution: Labor Distribution will be input by percentages, so total pay charged to each FOAP may vary slightly from the figures calculated above. Total actual pay will be as shown in Total Amount column above.

Reason for Change / Comments: _____

Prepared by: _____
Phone Extension _____ Date _____

Department Chair: _____
Date _____

Rsch Acctg: _____
(required only for Grant/Contracts) Date _____

Dean/Director: _____
Date _____

Foundation: _____
(required only for Foundation accounts) Date _____

Principal Investigator: _____
Date _____

Employee: _____
(not required) Date _____

_____ Date _____