**Position Redistribution**  
*Updated May 1, 2017*

The purpose of the Position Redistribution Form is to redistribute where labor – BY POSITION- is posted in Banner. A copy of the original payroll charge must be attached with this form. In order for this form to pass through Budget, Human Resources and Payroll approval before entry, the following information is required:

- **ID#**: the employee who has labor being redistributed employee ID (9#)
- **Employee**: the employee’s name
- **BW#**: only one BW can be redistributed per sheet
- **Earn code**: the earn code that is being affected is- VAC, REG, SIC

**ORIGINALLY CHARGED**  
**Position #**: position # the labor is being redistributed FROM

- **Percent**: the percent of the total labor being redistributed for one BW and all percentages will add down automatically
- **Hours**: the total number of hours being redistributed for one BW and all hours will add down automatically
- **Amount**: each line item will have an amount and all amounts will add down automatically
- **Fund**: the Fund we are redistributing the labor FROM  
- **ORG**: the ORG we are redistributing the labor FROM  
- **Acct**: the Account we are redistributing the labor FROM  
- **Prog**: the Program Code we are redistributing the labor FROM  
- **Activity**: (optional) if applicable, the Activity code we are redistributing the labor FROM

**REDISTRIBUTION**  
**Position #**: position # the labor is being redistributed TO

- **Percent**: the percent of the total labor being redistributed for one BW, all percentages will add down automatically
- **Hours**: the total number of hours being redistributed for one BW, all hours will add down automatically
- **Amount**: each line item will have an amount, all amounts will add down automatically
- **Fund**: the Fund we are redistributing the labor TO  
- **ORG**: the ORG we are redistributing the labor TO  
- **Acct**: the Account we are redistributing the labor TO  
- **Prog**: the Program Code we are redistributing the labor TO  
- **Activity**: (optional) if applicable, the Activity code we are redistributing the labor TO
Explanation- provide a brief explanation of what the redistribution is accomplishing

Prepared by- preparer of form must sign

Employee signature- employee being redistributed signature is optional, unless charged to a grant. If employee is charged to a grant, signature is mandatory

Department Head- Head of Department affected must sign

OSP Approval- if the redistribution is grant related, OSP must sign

Principal Investigator- if the redistribution is grant related, PI of grant must sign

Grant Mgmt review- if the redistribution is grant related, Grant Mgmt must sign

Reviewed by Budget- Budget must sign
Human Resources- Human Resources must sign
Entered by Payroll- Payroll will sign once entered

Please refer questions related to position redistribution to payroll@fit.edu