Completing a Labour Distribution form

This form replaces previous expense transfer form.

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One Pay Period</th>
<th>Multiple Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td>From Pay Period</td>
</tr>
<tr>
<td></td>
<td>To Pay Period</td>
</tr>
</tbody>
</table>

**Old Earnings Labor Distributions:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Suffix</th>
<th>Earnings Code</th>
<th>Hours</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>CO</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**New Earnings Labor Distributions:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Suffix</th>
<th>Earnings Code</th>
<th>Hours</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>CO</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**

**Prepared By:**

**Approved By:**

**Department:**

**Date:**

Use this form to complete a labour distribution transfer for one or multiple pay periods by simply completing the following sections:

- Entering employee ID
- Entering employee Name
- Checking the box for either one pay period or multiple pay periods
  - Enter the year and pay periods you want to transfer
  - If you choose multiple pay periods ensure you enter the ‘from pay period’ and the ‘to pay period’
- Enter the old labour distribution information
  - Enter Position
  - Enter Suffix
  - Enter Earnings code
  - Enter Hours/Units
  - Enter percent if applicable
- Enter amount
- Enter the FOAPAL information

- Enter the new labour distribution information
  - Enter Position
  - Enter Suffix
  - Enter Earnings code
  - Enter Hours/Units
  - Enter percent if applicable
  - Enter amount
  - Enter the FOAPAL information

You can complete up to 4 lines of transfers for an employee in each section and you can enter changes for up to 2 employees on one form.

You will notice that if you are entering the same change for multiple pay periods you no longer have to enter each pay period separately, you only have to do one entry as long as you have the correct 'from pay period' and 'to pay period' filled out on the form.

Here is an example of a labour distribution change for one pay period:

In this example Jane Doe’s earnings for the old labor distributions section will be transferred for pay period 1. John’s Doe’s earnings for the old labor distributions section will be transferred for pay period 3.

Here is an example of a labor distributions change for multiple pay periods:
In this example Jane Doe’s earnings for the old labor distributions section will be transferred for pay periods 1, 2 and 3.

John’s Doe’s earnings for the old labor distributions section will be transferred for pay periods 2, 3, 4 and 5.

In order to complete your Labor distribution forms you will need to get your information from NHIDIST. Here you will be able to find the correct position and suffix number, earnings code and hours associated with the expense you need to transfer.