Completing a Labour Distribution form

This form replaces previous expense transfer form.

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Labor Distribution

ID [_____]   **NAME:** [_____]

☐ One Pay Period   Year [____]   Pay Period [____]
☐ Mulitple Pay Periods   Year [____]   From Pay Period [____]   To Pay Period [____]

OLD Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA Index	Fund	Org	Account	Program	Activity	Location
								M						
								M						
								M						
								M						

Total: [____]

NEW Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA Index	Fund	Org	Account	Program	Activity	Location
								M						
								M						
								M						
								M						

Total: [____]

ID [_____]   **NAME:** [_____]

☐ One Pay Period   Year [____]   Pay Period [____]
☐ Mulitple Pay Periods   Year [____]   From Pay Period [____]   To Pay Period [____]

OLD Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA Index	Fund	Org	Account	Program	Activity	Location
								M						
								M						
								M						
								M						

Total: [____]

NEW Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA Index	Fund	Org	Account	Program	Activity	Location
								M						
								M						
								M						
								M						

Total: [____]

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 follow 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

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

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Labor Distribution

ID 20080001   NAME: Jane Doe

■ One Pay Period   Year 2013   Pay Period 1
☐ Mulitple Pay Periods Year   From Pay Period   To Pay Period

OLD Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
U99998	00	STU	10		126.5	M			100001	46207	66005	4102	
						M							
						M							
						M							

Total: 126.5

NEW Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
U99998	00	STU	10		126.5	M			100001	46205	66000	4102	
						M							
						M							
						M							

Total: 126.5

ID 201200045   NAME: John Doe

■ One Pay Period   Year 2013   Pay Period 3
☐ Mulitple Pay Periods Year   From Pay Period   To Pay Period

OLD Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
G99999	02	GSS	70		192.31	M			100001	41318	68000	1001	GS0001	
G99998	01	GAS	70		38.46	M			100001	40123	68018	1001		
						M							
						M							

Total: 84

NEW Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent	Amount	COA	Index	Fund	Org	Account	Program	Activity	Location
G99999	02	GSS	70		192.31	M			100001	41318	68002	1002	GS0001	
G99998	01	GAS	70		38.46	M			100001	40122	68017	1001		
						M							
						M							

Total: 84

Prepared By: _____   Approved By: _____   Department: _____   Date: _____

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:

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Labor Distribution

ID 20080001   NAME: Jane Doe

☐ One Pay Period   Year [ ]
■ Mulitple Pay Periods   Year 2013   From Pay Period 1   To Pay Period 3

OLD Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA Index	Fund	Org	Account	Program	Activity	Location
U99998	00	STU	10			126.5		M	100001	46207	66005	4102		
								M						
								M						
								M						
					Total:	126.5								

NEW Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA Index	Fund	Org	Account	Program	Activity	Location
U99998	00	STU	10			126.5		M	100001	46205	66000	4102		
								M						
								M						
								M						
					Total:	126.5								

ID 201200045   NAME: John Doe

☐ One Pay Period   Year [ ]
■ Mulitple Pay Periods   Year 2013   From Pay Period 2   To Pay Period 5

OLD Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA Index	Fund	Org	Account	Program	Activity	Location
G99999	02	GSS	70			192.31		M	100001	41318	68000	1001	GS0001	
G99998	01	GAS	70			38.46		M	100001	40123	68018	1001		
								M						
								M						
					Total:	230.77								

NEW Earnings Labor Distributions:

Position	Suffix	Earn code	Hours	Percent		Amount		COA Index	Fund	Org	Account	Program	Activity	Location
G99999	02	GSS	70			192.31		M	100001	41318	68002	1002	GS0001	
G99998	01	GAS	70			38.46		M	100001	40122	68017	1001		
								M						
								M						
					Total:	230.77								

Prepared By: _____   Approved By: _____   Department: _____   Date: _____

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.