



Banner Redistribution Request Form

Submit Completed Form to Centralized Payroll

VPDI

Pay Period End Date

Pay Number

Empl ID

Position No/Suffix

Labor Distribution Processed

Enter the entire Labor Distribution FOAPAL that processed incorrectly.

COA	INDEX	FUND	ORGN	ACCT	PROGRAM	ACTIVITY	LOCATION	PROJECT	COST	PERCENT
L										
L										
L										
L										
L										
L										

Correct Labor Distribution

Enter only the portion of the FOAPAL that requires correction.

COA	INDEX	FUND	ORGN	ACCT	PROGRAM	ACTIVITY	LOCATION	PROJECT	COST	PERCENT
L										
L										
L										
L										
L										
L										

College Approvals

My signature below certifies that the records have been updated and the FOAPAL (Labor Distribution) on forms NBAPBUD and NBAJOBS for the above position number are the same.

Finance Representative for NBAPBUD

HR Representative for NBAJOBS

For Centralized Payroll Use Only

Transaction Processed?

If Not Processed, list reason(s)

Verified By

Transaction Completed By