Quick Reference to Faculty / Staff Funding Change Form

All "ovals" contain drop down lists.

Start Here: If begin and end date of the change fall into two different fiscal years, change to "2". Ex.08/25/10 (FY11) to 08/24/11 (FY12).

Select from drop down list or add custom date **(future pay only)** at bottom of the form.

Type in the first letter of your department, click on the drop down to select.

Check one box, if 2 or 3 is selected, give reason in box to the right.

Enter the Fund(s) or Org(s) in col. 2. The Type (col. 1) and Name (col. 4) will be automatically populated.

Activity Code is only used for cost sharing. (col. 3)

Enter the %(s) in col. 5. The dollar amount will be automatically calculated and entered in col. 6.

Check one box and follow directions.

If questions need to be completed, please provide answers that clearly explain what happened and why the reallocation is needed.

Enter effective date (start date) of future funding. (MM/DD/YY) Select the date at the top of the effective date drop down list.

Number of years in the dates drop down boxes (1 or 2): **1** | **Fiscal Year** | **2011**

George Mason University Faculty/Staff Department Funding Change Form (Temporary)

Directions - This worksheet is for changes to current jobs only. ALL SHADED FIELDS ARE MANDATORY

G# | Name (Last, First, Middle)

Job Information

Effective Date of Funding Change	Department	Campus/Location
SELECT	SELECT	SELECT
Position Number	Job Title	Home Department Org

Classification	Annual Salary or Summer Pay for Period(s) listed	Pay per pay period
SELECT	$0.00	N/A

Funding Change Reason — If Reallocation box 2 or 3 is checked, this box must be completed
- ☐ 1. Future Pay
- ☐ 2. Reallocation - complete box to the right
- ☐ 3. Realloc. & Future Pay-complete box to the right

1 | 2 | 3 | 4 | 5 | 6

New Compensation/Labor Distribution *Provide an Activity Code for labor that represents committed cost sharing on a sponsored project*

Type	Fund/Org	Activity	%	$	Funding End Date	# of pay periods
E&G/Ind			0.00%	$0.00	SELECT	in this form
Type	Fund/Org	Activity	%		Funding End Date	
E&G/Ind			0.00%	$0.00	SELECT	
Type	Fund/Org	Activity	%		Funding End Date	
E&G/Ind			0.00%	$0.00	SELECT	
Type	Fund/Org	Activity	%		Funding End Date	Where should the 100% of the labor be charged at the end of this funding form ?
E&G/Ind			0.00%	$0.00	SELECT	
Type	Fund/Org	Activity	%		Funding End Date	
E&G/Ind			0.00%	$0.00	SELECT	
Type	Fund/Org	Activity	%		Funding End Date	
E&G/Ind			0.00%	$0.00	SELECT	
Type	Fund/Org	Activity	%		Funding End Date	
E&G/Ind			0.00%	$0.00	SELECT	

	E&G/Ind	Fund		
TOTAL	0.00%	0.00%	0.00%	<==== Total must be equal to 100%

Check One
- ☐ Funding is for future pay only - Go to Approvals (Skip Questions 1 & 2)
- ☐ All Funding is on orgs (1xxxxx) or non-federal projects (22xxxx) - Go to Approvals (Skip Questions 1 & 2)
- ☐ Funding change is to reallocate salary paid < 120 days from effective date of funding on a federal project (20xxxx) – Answer Q1 & Q2
- ☐ Funding change is to reallocate salary paid > 120 days from effective date of funding on a federal project (20xxxx) – Answer Q1 & Q2 and answer both questions on a Cost Transfer Form

1) Why was the salary charged originally to the sponsored project or non-sponsored org from which it is being transferred?

2) Why does the salary belong to the sponsored project to which it is being transferred?

Approvals

	Date
Submitter/Initiator	2/3/2011
Principal Investigator	
Dean/Director	
Dept Head	
Sponsored	
Budget Offi	
Provost (if applicable)	

Fill in both dates or leave both cells blank – will not work with only one date.

For custom dates please enter dates below to be added to drop downs (only for **future pay**)

You must fill in none or both cells.

Notes: All shaded cells are mandatory.
Data cannot be entered in automatically calculated cells or drop down menus.
Overwrite text is turned on. To replace text begin typing over the current text.
To clear text hit the space bar or backspace key.

Enter FY for the effective date (start date) of funding change.

Enter annual salary for 9 mo. or 12 mo. faculty classification. **If summer pay, enter salary for the pay period(s) you are reallocating.**

Automatically calculated for 9 & 12 month positions.

Select from drop down list or add custom date **(future pay only)** at the bottom of the form.

Automatically calculated based on the dates entered for the effective date and funding end date entered.

The Home Dept. Org entered above will be the default. To change the org, type over the existing text. (Fund not allowed)

The form sums the %s and checks for accuracy. An error message will appear if the total is not 100%.

Enter your name. The date is automatic.

Enter end date of future funding. (MM/DD/YY) Select the date at the top of the end date drop down list.