

Change of Labor Distribution Form



Date: _____

Employee Name: _____

Employee ID: _____

Payroll Distribution Change:

Effective from: _____ to: _____

Current Payroll Distribution	
Percentage of Effort	Account

New Payroll Distribution	
Percentage of Effort	Account

Explanation for Payroll Change

I certify that the effort shown by the new payroll distribution represents an accurate estimate of effort on the current research and project goals for the accounts requested. I further certify that I have firsthand knowledge of the effort of this individual.

PI Signature _____

_____ Printed Name

Business Office Use	
_____ Accounting Signature	
_____ Payroll Signature	_____ Date Changed