Please check **ALL** that apply:

- [ ] Change the FOAPAL expensed for future payrolls
- [ ] Change the FOAPAL for past payrolls

**FY19 Requirements:**
1. Payroll adjustment must be for current fiscal year.
2. Due to statutory requirements, if the labor redistribution request involves a grant it must be made within 90 days of original payroll charge.
3. Any single payroll charge may not be adjusted on more than one occasion.
4. Banner screen NHIDIST must be attached for all adjustments of past payrolls, highlighting the payroll and amount on the form that require adjustment. This banner form can be obtained through the office of Human Resources.

**BUDGET INFORMATION**

Payroll Number(s) From ________ To ________

Payroll Date(s) From ________ To ________

**ORIGINAL LABOR DISTRIBUTION (CHANGE FROM)**

<table>
<thead>
<tr>
<th>Gross Earnings</th>
<th>Percent</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Program</th>
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**NEW LABOR DISTRIBUTION (CHANGE TO)**

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<thead>
<tr>
<th>Gross Earnings</th>
<th>Percent</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Program</th>
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</table>

**REASON FOR BUDGET CHANGE** (Please include any supporting documentation)

**AUTHORIZED SIGNATURES** (Please return form to Office of Human Resources, FMH 506)

For Use by Human Resources:
Processed on Payroll No. _____ Date: ________

Description of Action Taken:

Supporting Documentation Attached:

- [ ] Email(s)
- [ ] UAF/EAF
- [ ] System Support
- [ ] Budget Spreadsheet
- [ ] Other