

Labor Cost Distribution Change

Instructions: This form is used to change the distribution of labor cost for an existing appointment. This may be for one employee or for all employees in a position. Please obtain Employee ID, Record Number and PeopleSoft position number from PeopleSoft. The effective date listed should be the date the labor cost distribution change will take effect. If an End Date is applicable, it will be necessary for you to submit a new Labor Cost Distribution Change form prior to the end date. If you have questions, please contact the Budget and Resource Planning Office at budget@sonoma.edu. Please send completed form directly to budget@sonoma.edu. **Do not send form through AdobeSign.**

Contact Information		
Date:	Contact:	Phone:
HR Department Number:	HR Department Name:	

Labor Cost Distribution Change		
If making a change for multiple employees in the <i>same position number</i> , then leave the employee fields blank.		
Employee Name:		
Employee ID:	Employee Record Number:	Position Number:
Effective Date:	End Date (if applicable):	

Distribution of Labor Cost		Use this section to identify funds from which this position is to be paid.			
Fund	Department	Program*	Class*	Project*	Percentage
*Only if applicable; not required for all appointments				Total:	

Approval	
MBU Lead Administrator or Grant PI/Delegate:	

For non-grant funds please obtain MBU (Major Budget Unit) Lead Administrator signature. For Grant funds, please obtain PI or delegate signature. When multiple PI approvals are needed, please attach an email with applicable approvals.

For Budget Office use only	
ORSP Approval (if applicable):	
Budget Office Approval (if applicable):	
Entered by:	

If this action is temporary/has an end date, please submit a new Labor Cost Distribution Change form **prior to the end date.**