Welcome

This form should be used to request redistributions of earnings to correct position or accounting information. You will be limited to positions and accounts that you have security access to. Only earnings from the last 90 days are eligible for redistribution. If you have any questions, please contact Chris Andrews at x3153 or candrews01@wesleyan.edu.

Earnings Redistribution Criteria:

* Position Number (required): [   ] 📋

** Click ICON to Search by Title

Fiscal Year	▾	
EMPLID	▾	
Name	LIKE ▾	
Account Number	▾	
Object Code	▾	
Pay End Date (DD-MON-YYYY)	▾	
Pay End Date (DD-MON-YYYY)	▾	
Check Date (DD-MON-YYYY)	▾	
Check Date (DD-MON-YYYY)	▾	

Note: Use UPPERCASE letters when entering parameter values.

(NEXT)

1) Enter the position number that you wish to redistribute earnings from. Click the icon next to Position Number to search by title. Only positions that you have security access to will be displayed. Position Number is a required field.

2) Enter any of these optional parameters in order to narrow down the search results. Leaving these parameters blank will display all earnings for all individuals paid out of that position in the last 90 days within the current fiscal year.

3) Click "NEXT"

Note:

If you need to request a redistribution to or from a position or account which you do not have security access to, please complete this spreadsheet:

[Non-Standard Redistribution Spreadsheet]

Redistribution Request Form

FROM
Position Nbr: 12252 - Student Employee
Dept: 1095 - Finance Office

Enter Redistribution Information:

TO

* Position Nbr: [   ] 🗐

* Acct: [   ] 🗐

* Obj Code: [%   ▼]

Redistribution Reason

* Reason: [▲
          [▼]

[Next]

1) Verify that the position information that you wish to redistribute from is correct.

2) Enter the position number and accounting that you would like to redistribute the earnings to. You will have access to Positions and Accounts within your security. Click on the icons to search by position and account.

3) Enter a reason for the redistribution. The reason will later be displayed on the earnings report in Inquiry.

4) Click "NEXT"

Redistribution Request Form

[SUBMIT All Redistributions] [CANCEL All Redistributions]

FROM
Position Nbr: 12252 - Student Employee
Dept: 1095 - Finance Office

Enter Redistribution Information:

TO

* Position Nbr: `12089` Student Employee

* Acct: `999999` HUMAN RESOURCES SAL

* Obj Code: `1610 - CWS Academic Year` ▼

Dept: `1013` Human Resources Department

Warning - Account and Obj Code do not match the current commitment accounting for this position.

Redistribution Reason

* Reason: `Student earnings charged to incorrect position`

[Next]

1) Verify the position and account information that you wish to redistribute to is correct. A warning will be displayed if the accounting that you have entered does not match the commitment accounting for the position. Complete a Commitment Accounting Change form if necessary.

2) In the Earnings Redistribution Workarea all of the earnings rows that are eligible for redistribution will be displayed.

3) To delete a row entirely, click on **Delete Row**

4) To edit the redistribution amount for a row, click on **Edit Amt**

Earnings Redistribution Workarea

		Fiscal Year	Redist Amount	Pay End Date	Amount Available	Emplid	Name	Position Nbr	Position Title	Account Number	Acct Descr	Object Code	Obj Code Descr	Check Date	Earnings Code	Earn Cd Descr
Edit Amt	Delete Row	2009	69.70	06-JUL-08	69.7	Student		12252	Student Employee	888888	FINANCE	1610	WORK STUDY ACAD YR	11-JUL-08	STU	Stud Reg
Edit Amt	Delete Row	2009	121.12	13-JUL-08	121.12	Student		12252	Student Employee	888888	FINANCE	1610	WORK STUDY ACAD YR	18-JUL-08	STU	Stud Reg
Edit Amt	Delete Row	2009	80.75	20-JUL-08	80.75	Student		12252	Student Employee	888888	FINANCE	1610	WORK STUDY ACAD YR	25-JUL-08	STU	Stud Reg
Edit Amt	Delete Row	2009	93.50	27-JUL-08	93.5	Student		12252	Student Employee	888888	FINANCE	1610	WORK STUDY ACAD YR	01-AUG-08	STU	Stud Reg
Edit Amt	Delete Row	2009	104.12	03-AUG-08	104.12	Student		12252	Student Employee	888888	FINANCE	1610	WORK STUDY ACAD YR	08-AUG-08	STU	Stud Reg

Update Redist Amount

FROM

Name	Student
Emplid	Student
Pay End Dt:	06-JUL-08
Position:	12252 - Student Employee
Acct:	888888 FINANCE
Obj Code:	1610 - WORK STUDY ACAD YR
Amount Available:	69.70
Redistribution Amount	69.70

Update

1) If **Edit Amt** was clicked, the information from the row will be displayed. Update the redistribution amount to anything from 0.00 up to the amount available.

2) Click "Update"

Done   Internet   90%

Redistribution Forms

Create Form | View Forms | Process Forms | Forms Inquiry

Redistribution Request Form

| SUBMIT All Redistributions | CANCEL All Redistributions |

FROM
Position Nbr: 12252 - Student Employee
Dept: 1095 - Finance Office

Enter Redistribution Information:

TO

* Position Nbr: 12089   Student Employee

* Acct: 999999   HUMAN RESOURCES SAL

* Obj Code: 1610 - CWS Academic Year

Dept: 1013   Human Resources Department

Warning - Account and Obj Code do not match the
current commitment accounting for this position.

Redistribution Reason

* Reason: Student earnings charged to incorrect position

[Next]

Once you have made all of the necessary changes to the Earnings Redistribution Workarea so that the only rows remaining are those that you would like to be redistributed, press **SUBMIT All Redistributions.**

CANCEL All Redistributions will reset all of the information that you have entered on this specific Redistribution Request Form and return you to the earnings redistribution criteria.

Earnings Redistribution Workarea

		Fiscal Year	Redist Amount	Pay End Date	Amount Available	Emplid	Name	Position Nbr	Position Title	Account Number	Acct Descr	Object Code	Obj Code Descr	Check Date	Earnings Code	Earn Cd Descr
Edit Amt	Delete Row	2009	121.12	13-JUL-08	121.12	Student		12252	Student Employee	888888	FINANCE	1610	WORK STUDY ACAD YR	18-JUL-08	STU	Stud Reg
Edit Amt	Delete Row	2009	80.75	20-JUL-08	80.75	Student		12252	Student Employee	888888	FINANCE	1610	WORK STUDY ACAD YR	25-JUL-08	STU	Stud Reg
Edit Amt	Delete Row	2009	93.50	27-JUL-08	93.5	Student		12252	Student Employee	888888	FINANCE	1610	WORK STUDY ACAD YR	01-AUG-08	STU	Stud Reg
Edit Amt	Delete Row	2009	104.12	03-AUG-08	104.12	Student		12252	Student Employee	888888	FINANCE	1610	WORK STUDY ACAD YR	08-AUG-08	STU	Stud Reg

Done   Internet   90%

Submit Successful

You have **SUCCESSFULLY** submitted this Redistribution Request Form to the Financial Planning Office.

This form is no longer available for changes.

Please go to **View Forms** to see the status of the form.

Redistribution Form

Form ID: 80

FROM

Position: 12252 - Student Employee

Dept: 1095 - Finance Office

TO

Position: 12089 - Student Employee

Dept: 1013 - Human Resources Department

Acct Nbr: 999999 – HUMAN RESOURCES SAL

Obj Cd: 1610 - CWS Academic Year

Reason for Request: Student earnings charged to incorrect position

Submitted on: 08/08/2008 04:37:56 PM by candrews01

You will be taken to a confirmation page that will display the details of the transaction and a unique Form ID for your request. You will also receive an email containing the same information.

The form will be routed to the correct department (Grants and/or Financial Planning) to obtain the necessary approvals.

An email notification will be sent when your request is either processed or rejected.

Redistribution Details

Fiscal Year	Employee	Pay End Dt	Redistribution Amount	Account Number	Object Code	Earnings Code	Check Dt
2009	Student	13-JUL-08	121.12	888888 – FINANCE	1610 - WORK STUDY ACAD YR	STU - Stud Reg	18-JUL-08
2009	Student	20-JUL-08	80.75	888888 – FINANCE	1610 - WORK STUDY ACAD YR	STU - Stud Reg	25-JUL-08
2009	Student	27-JUL-08	93.5	888888 – FINANCE	1610 - WORK STUDY ACAD YR	STU - Stud Reg	01-AUG-08
2009	Student	03-AUG-08	104.12	888888 – FINANCE	1610 - WORK STUDY ACAD YR	STU - Stud Reg	08-AUG-08

UserID=772139   UserName=candrews01   Version:2008.08.08

Internet   90%