Earnings Distribution Process Change for Fund 20 Projects

After July 10, 2017, any employee whose earnings distribution is being entered as or changed to a Fund 20 project (even the Fund 20 project is included among multiple distribution lines) will need approval from the Principal Investigator (PI) for the grant being charged and the Post Award Grants Contact for the college/division holding the grant.

- To aid in this process change, you will be able to locate the forms needed to send a request to change an earnings distribution containing a Fund 20 project to the Data Center. These forms include the required signature approval lines.
  - Requests received by the Data Center to change a Fund 20 project that does not have the required signature approvals will be returned to the department.
- The online Data Entry Change form no longer allows for Fund 20 projects.

Where are the new forms located?

There are several options for changing an earnings distribution for employees who have Fund 20 project funding. These forms are listed on the HR Professionals webpage (see screenshot below).

New Procedures:

Online Data Entry Change Form

The online form will no longer allow for funding through the Fund 20 project. There is a drop-down box for the fund code, and this drop-down box no longer includes Fund 20 (see screenshot below). For all employees with earnings distribution changes that include Fund 20 project, use the Earnings Distribution Form.
Employment Hire Form

When to use this form:

- New Faculty and Staff Hires – Use the Employment Hire Form.

Process Steps

1. Complete the form.
2. Obtain the PI, Post Award Grants Contact signatures.
3. Obtain any other signature approvals required by your college/division.
4. Scan the signed form and return the form to the Data Center through your normal process.

Earnings Distribution Change Form

When to use this form:

- Existing faculty and staff: Use the Earnings Distribution Form, which will require the approval of the college/division’s PI and Post Award Grant Contact approval.
- Existing student workers and intermittent employees: Use the Earnings Distribution Form, which will require the approval of the college/division’s PI and Post Award Grant Contact approval.

Process Steps

1. Complete the form.
2. Obtain the PI, Post Award Grants Contact signatures.
3. Obtain any other signature approvals required by your college/division.
4. Scan the signed form and return the form to the Data Center through your normal process.

**Employment Change/Hire Form**

**When to use this form:**
- New Student Worker and Intermittent Employee Hires: Use the Employment Change/Hire Form, which in addition to the current approvers, will also require the approval of the college/division’s PI and Post Award Grant Contact approval.

**Process Steps**
1. Complete the form.
2. Obtain the PI, Post Award Grants Contact signatures.
3. Obtain any other signature approvals required by your college/division.
4. Scan the signed form and return the form to the Data Center through your normal process.

**Multiple Earnings Distribution Change Form**

**When to use this form:**
- Employees Requiring Multiple Earnings Distributions
  - Use the Multiple Earnings Distribution Form when changing the earnings distribution for multiple employees; however, it is advisable to use the Earnings Distribution Form for all employees who have funding from a Fund 20 project.

**Process Steps**
1. Complete the form.
2. Obtain the PI, Post Award Grants Contact signatures.
3. Obtain any other signature approvals required by your college/division.
4. Scan the signed form and return the form to the Data Center through your normal process.

**Multiple Supervisor Change Form**

**When to use this form:**
- Supervisor changing for multiple employees
  - Use the Multiple Supervisor Change Form when changing the supervisor for multiple employees.

**Process Steps**
1. Complete the form.
2. Scan the signed form and return the form to the Data Center through your normal process.