To ensure proper tracking of Payroll Position Redistributions, beginning April 1, 2020, we will require all forms to be provided through Docusign. With proper routing being set up electronically, the preparer will be able to track where the form is in the process, with all the proper approvals.

The form and instructions are on the Controllers website https://www.fit.edu/controller/payroll/ If you need to have Docusign abilities set up, please click here https://it.fit.edu/accounts/docusign-account-request/

The point of contact for the payroll office is Brandy Epple, payroll@fit.edu She is available to answer all questions related to the Form and uploading it to Docusign.

Budget Approver- David Lyon dlyon@fit.edu
HR Approver- Diane Frederick dfrederick@fit.edu
Payroll Approver- Brandy Epple bepple@fit.edu

- We will process all paper forms that are currently in process. This is for requests made April 1 and after.

- Thank you,

Wendy Murrell, CPP
Payroll and Tax Manager

Florida Institute of Technology
150 W. University Blvd.
Melbourne, FL 32901
321-674-8062
wmurrell@fit.edu
The purpose of the Position Redistribution Form is to redistribute where labor - BY POSITION - is posted in Banner. For this form to pass through Budget, Human Resources and Payroll approval before entry, the following information is required:

ID#- the employee who has labor being redistributed employee ID (9#)

Employee- the employee's name BW#- only one BW can be redistributed per sheet

Earn code- the earn code that is being affected is- ie: VAC, REG, SIC, BL, JD, EMG, SHD, HOL

ORIGINALLY CHARGED

Position #- position # the labor is being redistributed FROM

Percent- the percent of the total labor being redistributed for one BW and all percentages will add down automatically

Hours- the total number of hours being redistributed for one BW and all hours will add down automatically

Amount- each line item will have an amount and all amounts will add down automatically

Fund- the Fund we are redistributing the labor FROM

ORG- the ORG we are redistributing the labor FROM

Acct- the Account we are redistributing the labor FROM

Prog- the Program Code we are redistributing the labor FROM

Activity - (optional) if applicable, the Activity code we are redistributing the labor FROM

REDISTRIBUTION

Position #- position # the labor is being redistributed TO

Percent- the percent of the total labor being redistributed for one BW, all percentages will add down automatically

Hours- the total number of hours being redistributed for one BW, all hours will add down automatically

Amount- each line item will have an amount, all amounts will add down automatically

Fund- the Fund we are redistributing the labor TO

ORG- the ORG we are redistributing the labor TO

Acct- the Account we are redistributing the labor TO

Prog- the Program Code we are redistributing the labor TO
Activity- (optional) if applicable, the Activity code we are redistributing the labor TO

Explanation- provide a brief explanation of what the redistribution is accomplishing

Prepared by- preparer of form must sign

Employee signature- employee being redistributed signature is optional, unless charged to a grant. If employee is charged to a grant, signature is mandatory

Department Head- Head of Department affected must sign

OSP Approval- if the redistribution is grant related, OSP must sign

Principal Investigator- if the redistribution is grant related, PI of grant must sign

Grant Mgmt review- if the redistribution is grant related, Grant Mgmt must sign

Reviewed by Budget- Budget must sign

Human Resources- Human Resources must sign

Entered by Payroll- Payroll will sign when complete

Please refer questions related to position redistribution to payroll@fit.edu