



**DARTMOUTH COLLEGE  
LABOR ACCOUNT DISTRIBUTION CHANGE & WAGE TRANSFER FORM**

Employee Full Name: **Doe, John A**      Assignment # Required: **12345-6**  
 Contact Person/Department & Date: **Angela Beaupre**      **Bio-Epi**      **6/17/2008**

**Section 1 – Labor Distribution**

Effective Date: **6/1/2008**

End Date (if known):

Previous Labor Distribution								New Labor Distribution											
GL or PTAOE number								Amount	Percent	GL or PTAOE number								Amount	Percent
G L	30	119	368001	230500	0000	6012	-	50.00%	-	-	-	-	-	-	-	-	-		
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P T A O E	502772	5000	L00652	6012A	121	-	50.00%	502270	5000	L00597	6012A	119	-	100.00%	-	-	-		
	-	-	-	-A	-	-	-	-	-	-	-A	-	-	-	-	-	-		
	-	-	-	-A	-	-	-	-	-	-	-A	-	-	-	-	-	-		
	-	-	-	-A	-	-	-	-	-	-	-A	-	-	-	-	-	-		
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<b>TOTALS</b>								-	<b>100.00%</b>	<b>TOTALS</b>								-	<b>100.00%</b>

**Section 2 – Retroactive Labor Charges (Wage Transfer)**

Begin Date:

End Date:

Actual Labor Distribution Charged						Retroactive Labor Distribution to be Charged							
GL or PTAOE number						Amount	GL or PTAOE number						Amount
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	-	-	-	-A	-	-	-	-	-	-	-A	-	-
<b>TOTALS</b>						\$ -	<b>TOTALS</b>						\$ -

X \_\_\_\_\_  
 Supervisor/Authorized Signature      Date

X \_\_\_\_\_  
 Dean/Executive Officer      Date

X \_\_\_\_\_  
 Grants and Contracts      Date

Comments:

- Instructions (Additional instructions on Payroll website)
- One form per employee/assignment number
  - Distribution must total 100%
  - Distribution can only contain 2 decimal place values
  - If form is incomplete/incorrect, Payroll will notify contact person
  - Any non-grant account changes for prior fiscal year must have Controllers Office approval
  - Dollar amount optional for Labor Distribution Change only
  - If using PTAOE account(s) - Transfers must be made within 90 days of the original charge.

**SUBMIT DIRECTLY TO EMPLOYEE INFORMATION SERVICES (EIS) DEPARTMENT, HB6161, 7 LEBANON ST. SUITE 309 (646-2697)  
 SEND COURTESY COPY TO OFFICE OF SPONSORED PROJECTS, HB 6210**