Instructions: To request the distribution of current and/or future salary and wages, please complete all fields below. Requests to transfer salary and wages previously charged must be submitted on a Salary and Wage Cost Transfer Form.

Completed forms should be submitted to AMS, MSC 100A

<table>
<thead>
<tr>
<th>Employee Last Name:</th>
<th>Employee First Name:</th>
<th>Middle Initial:</th>
<th>Job Title:</th>
<th>Total FTE %:</th>
<th>Employee Number:</th>
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</thead>
</table>

New Charging Instructions – complete this section to indicate where the employee’s effort will be devoted for current and future pay periods.

<table>
<thead>
<tr>
<th>+/-</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Start Date</th>
<th>End Date</th>
<th>FTE on account</th>
<th>% of salary on account (must total 100%)</th>
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Comments/Explanation (attach additional documentation as needed)

Input Processing Detail – office use only

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Organization</th>
<th>Expenditure Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>LD %</th>
<th>LD Action</th>
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I certify the employee’s effort is/will be devoted as indicated above and verify the charges are appropriate on the account.

Project Director/Authorized Designee (Date)  Office use only  Additional campus signatures as required

Sponsored Funds Financial Management (Date)  (Signature)  (Date)

LD Input by __________ Date __________  Reviewed by __________ Date __________  Revised March 2017