

## Request for Account Distribution Change

Employee Name (Last, First, MI): \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Employee's Home Organization: \_\_\_\_\_ Prepared By/Phone: \_\_\_\_\_

Position #	Suffix	Index	Acct Code	Start Date *	Percent**	Amount***
			P-			
			P-			
			P-			
			P-			
			P-			
			P-			

\* There is no end date in the Job Labor Distribution. The index will continue indefinitely until a new effective date with a new index is processed.

\*\*Required. To calculate percentage: Divide -  $\frac{\text{Total amount to be charged}}{\text{Total earnings over the period of time the index is effective}}$

\*\*\* Amount is required for research indexes.

<p><b>NOTES:</b></p>	<p><b>APPROVALS:</b></p> <p>_____  Department/Division Head <span style="float: right;">Date</span>  Type Name: _____</p> <p>_____  Dean/VP <span style="float: right;">Date</span>  Type Name: _____</p> <p>_____  Research Accounting <span style="float: right;">Date</span></p> <p>All research indexes must be forwarded to Research Accounting</p>
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