

# **COLLEGE OF AGRICULTURAL SCIENCES**

## **Instructions for Completing the “Request for Salary Redistribution”**

### **When this form should be completed**

A “Request for Salary Redistribution” form should be completed when there is a need to redistribute the salary for a standing or non-standing appointment according to the employee’s effort.

### **How to complete the form**

This is a FILL and PRINT form.

Each form should be for only one employee.

You should list all budget information. There is several distribution lines provided, so multiple months or multiple fund distributions may be listed on one form.

If the funding distribution change is simple, multiple months may be listed on one form.

If the funding distribution change is complicated or lengthy, additional forms should be completed on additional months.

If Salary Savings is requested for a standing appointment, please complete the Salary Savings section on the form.

**Changes in distribution for pay periods already paid that charged federally sponsored projects, including grants using federal flow-through funds, should be made with 30 days.** If changes are requested past 30 days, a memo of justification must be submitted with this form. Please see the instructions for “Justification for Salary Redistribution for Federal Funds”.

### **Approval and Submission of the form**

For non-grant funds, the Budget Administrator’s approval is required.

For grants, the Principal Investigator’s approval is required.

All forms should be submitted via email to Denise Miller at [dls3@psu.edu](mailto:dls3@psu.edu) as an attachment. If a form is completed by someone other than the P.I. or B.A. it must first be forwarded via email to the P.I. or B.A. for approval.

The “Request for Salary Redistribution” forms and the “Memo of Justification” on federal funds when needed, should be submitted to Denise in the same email.