

**PLEASE READ IF YOU SUBMIT “REQUEST FOR SALARY REDISTRIBUTION” FORMS TO THE OFFICE OF ADMINISTRATIVE SERVICES, COLLEGE OF AGRICULTURAL SCIENCES**

**Effective immediately:** All “Requests for Salary Redistribution” forms submitted to the Denise Miller, [dls3@psu.edu](mailto:dls3@psu.edu) in the Office of Administrative Services will need to have the following format in the subject line of the email.

EXAMPLE: Miller/Schaffer/7654/August-Dec 2013/FR-N

Explanation

**EMPLOYEE'S LAST NAME** (If more than 3 requests are submitted, you may list “multiple”)

**APPROVER'S LAST NAME** (List the last name of the person approving the request. This would be the P.I. for a grant or UL or ASM for dept. funds)

**FUND NUMBER TRANSFERRING TO** (List the fund number that the salary is being transferred TO)

**MONTHS & YEAR** (List the months and year the salary is being transferred for)

**FEDERAL RESTRICTED FUND?** Y (for yes, if the grant the salary is being transferred to is a Federal Restricted Fund or a Federal Flow Through Fund) or N (for no, if the grant the salary is being transferred to is NOT a Federal Restricted Fund or a Federal Flow Through Fund) \*

Note: Once a request is submitted, ALL follow up emails with additional information or questions regarding the initial request should be a forwarded email of the original email.

\*Instructions for verifying if a grant is a federal restricted fund

In IBIS, type IACT at the “Next Function” line. Enter budget and fund numbers. On the page 1 at “Fund Cat” if FEDR is listed, this is a Federal Restricted Fund. Also, if you PF8 to the next page, at the bottom of the screen if there is information entered at “Acct Fed Pass thru#” and the lines below that, this is a Federal Flow Thru Fund.