Distribution adjustments are used to redistribute labor costs for payroll cycles processed on or after July 1, 1999. Use distribution adjustments to clear suspense accounts. Refer to Labor Distribution Procedures for detailed procedures.

Use of this worksheet is optional. Enter information as follows:

**Preparer Information**
- Preparer’s full name
- Department name
- Preparer’s telephone number
- Current date

**Employee Change Information**
- Full name of the employee whose labor costs are to be redistributed.
- Employee's assignment number.

**Transfer Period**
- Begin date and end date of the period for which costs are to be redistributed.

**Earnings Element**
- Earnings element for which costs are to be redistributed.
  - If more than one earnings element is to be redistributed, a separate distribution adjustment must be performed for each element.

**Actual Distributions**
- PTAEOs to which the employee's labor costs were actually distributed; include both the flat dollar amount and the percentage of the distribution.

**Adjusted Distributions**
- PTAEOs to which the actual costs should be redistributed; specify either flat dollar amounts OR percentages. The Adjustment Distributions total must equal the Actual Distributions.
  - If only a portion of the Actual Distributions needs to be redistributed, the Adjusted Distributions must include the amount or percentage of the total to charge to the original PTAEO.

**Batch Number**
- Specify a batch number for this distribution adjustment.
  - Use department batch-naming rules if available. The batch number should enable the approver to easily find the distribution adjustment. Batch numbers cannot be re-used.

**Comments**
- Notes or instructions concerning the adjustment.

Effective 4-8-02