Multiple Reallocation Request

This form was designed for handling multiple employees reallocations.

It is important to enter correct information to prevent delay in processing your requests.

G number	Position number	Suffix	Last Name	First Name	Salary	SM or BW	# of Pays Per Year	Amount per pay	Old org(s)	Old %	New org(s)	New %	**Begin Date	**End Date	Number of pays	Amount of labor (no fringe)	Org/Fund number to be charged after end date	Budget Office Use Only Pay ID		Resources/Notes
																$ 616,153.85	<--Total Amount			
G12345678	01234Z	0	Classified	Position	$ 75,000.00	SM	24	$ 3,125.00	112244	100.00%	557799	100.00%	6/10/16	6/9/17	24	$ 75,000.00		SM12	SM11	SM and BW payroll schedules with begin/end dates are located here:
								$ -												http://budget.gmu.edu/payroll-schedules-and-reallocation-deadlines/
G12345678	01234Z	0	Classified	Position	$ 75,000.00	SM	24	$ 3,125.00	112244	100.00%	112244	50.00%	6/10/16	6/9/17	24	$ 37,500.00		SM12	SM11	**If the reallocation is for a specific dollar amount, please make sure that you tie
G12345678	01234Z	0	Classified	Position	$ 75,000.00	SM	24	$ 3,125.00			557799	50.00%	6/10/16	6/9/17	24	$ 37,500.00		SM12	SM11	each pay period to a specific amount so that your begin/end dates will
								$ -												accommodate the request.
G12345678	01234Z	0	Classified	Position	$ 75,000.00	SM	24	$ 3,125.00	112244	50.00%	112244	25.00%	6/10/16	6/9/17	24	$ 18,750.00		SM12	SM11	
G12345678	01234Z	0	Classified	Position	$ 75,000.00	SM	24	$ 3,125.00	557799	50.00%	557799	75.00%	6/10/16	6/9/17	24	$ 56,250.00		SM12	SM11	
								$ -												
G12345678	F5400Z	0	Faculty	Position	$ 120,000.00	SM	18	$ 6,666.67	112244	100.00%	557799	100.00%	8/25/16	5/24/17	18	$ 120,000.00		SM17	SM10	
								$ -												
G12345678	F5400Z	0	Faculty	Position	$ 120,000.00	SM	18	$ 6,666.67	112244	100.00%	112244	50.00%	8/25/16	5/24/17	18	$ 60,000.00		SM17	SM10	
G12345678	F5400Z	0	Faculty	Position	$ 120,000.00	SM	18	$ 6,666.67			557799	50.00%	8/25/16	5/24/17	18	$ 60,000.00		SM17	SM10	
								$ -												
G12345678	FA123Z	0	Admin Fac	Position	$ 60,000.00	SM	24	$ 2,500.00	112244	100.00%	557799	100.00%	6/10/16	6/9/17	24	$ 60,000.00		SM12	SM11	
								$ -												
G12345678	FA123Z	0	Admin Fac	Position	$ 60,000.00	SM	24	$ 2,500.00	112244	50.00%	112244	25.00%	6/10/16	6/9/17	24	$ 15,000.00		SM12	SM11	
G12345678	FA123Z	0	Admin Fac	Position	$ 60,000.00	SM	24	$ 2,500.00	557799	50.00%	557799	75.00%	6/10/16	6/9/17	24	$ 45,000.00		SM12	SM11	
								$ -												
G12345678	GRA1234	0	GRA	Position	$ 15,000.00	SM	9	$ 1,666.67	112244	100.00%	557799	100.00%	8/25/16	1/9/17	9	$ 15,000.00		SM17	SM1	
								$ -												
G12345678	GRA1234	0	GRA	Position	$ 15,000.00	SM	9	$ 1,666.67	112244	100.00%	112244	50.00%	8/25/16	1/9/17	9	$ 7,500.00		SM17	SM1	
G12345678	GRA1234	0	GRA	Position	$ 15,000.00	SM	9	$ 1,666.67			557799	50.00%	8/25/16	1/9/17	9	$ 7,500.00		SM17	SM1	
								$ -												
G12345678	WG1234	0	Wages	Position	$ 5,000.00	BW	26	$ 192.31	112244	100.00%	557799	100.00%	6/12/16	7/23/16	3	$ 576.92		2613	2615	
								$ -												
G12345678	WG1234	0	Wages	Position	$ 5,000.00	BW	26	$ 192.31	112244	100.00%	112244	50.00%	6/12/16	7/23/16	3	$ 288.46		2613	2615	
G12345678	WG1234	0	Wages	Position	$ 5,000.00	BW	26	$ 192.31			557799	50.00%	6/12/16	7/23/16	3	$ 288.46		2613	2615	
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