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
																$ - <--Total Amount			

G number:
This is the GMU ID number in the format "G00012345".

Position # Examples:
F7878Z,
FA234Z,
01134Z,
GR2345.
This is the position you want to reallocate.

Position Suffix:
00, 01, 02, etc...
People often have multiple positions with different suffixes.

Salary:
Annual Salary.
For wages and GRAs, please tie this amount to the begin and end dates of the reallocation request.

SM or BW:
Most units follow a SM schedule.
The exceptions are HR/Payroll, Facilities, Police, and Housing who use a BW schedule.

# of Pays Per Year:
GRA = 9,
9 Month Faculty = 18,
12 Month Faculty = 24,
HR/Payroll, Facilities, Housing = 26,
Wages = 26.

Amount per pay:
Autopopulated and is the salary divided by the # of pays per year.

Old org(s):
This is where the position is currently being charged to.

Old %:
This is the percent of the position charging to the old org.

New org(s):
This is where you want to move the charges to.
There should be multiple lines if you have split funded positions.
Data in other columns for salary and number of pays per year must be populated and consistent with the row(s) above.

New %:
This is the percent of the position that is moving to the new org.
Data in other columns for salary and number of pays per year must be populated and consistent with the row(s) above.

Begin Date:
This is the beginning of the funding change request. It must be the start of a pay period and match the employee's "SM" or "BW" pay schedule.

End Date:
This is the end of the funding change request. It must be the last day of a pay period and match the employee's "SM" or "BW" pay schedule.

Number of pays:
Autopopulated based upon the data selected for Begin and End dates.

Amount of labor:
This autopopulates based upon the Amount per pay, New %, and Number of Pays. This does not include fringe, which will automatically move along with the labor.

Total Amount:
This will autopopulate the sum of the column.

Org/Fund number:
This is where you want payroll expenses to charge after the End date of the reallocation.

Pay ID:
This autopopulates based upon the Begin and End dates selected. **If you have selected an incorrect begin or end date for the pay schedule, then you will have mismatched pay IDs. An example of this would be "SM" and "26" showing together. It should always be SM and SM or 26 and 26.**

SM and BW payroll schedules with begin/end dates are located here:
http://budget.gmu.edu/payroll-schedules-and-reallocation-deadlines/
**If the reallocation is for a specific dollar amount, please make sure that you tie each pay period to a specific amount so that your begin/end dates will accommodate the request.

Resources/Notes:
You can use this area to make notes about the reallocation. Also, there is a link provided to the pay schedules with Begin and End dates on the Budget office website.