

Today's Date _____

Employee Name _____

Distribution Start Date _____

EmplID _____

Distribution End Date _____

Pay Code _____

CREDIT

Reduce salary expense on these accounts

Fund	DeptID	Program	Project	Chartfield 1	Chartfield 2	FinEmplId	CS	Amount

DEBIT

Increase salary expense on these accounts

Fund	DeptID	Program	Project	Chartfield 1	Chartfield 2	FinEmplId	CS	Amount

Justification

Authorized Signature _____

Date _____

Entered By _____

Retro Number _____

Date _____