

Changes in Payroll Distributions

The faculty member or person authorized to make payroll distributions adjustments needs to complete this form for changes in account numbers.
Please note that some of these changes it may take up to two weeks to process.

Employee Name: _____

Employee UFID: _____

Supervisor's Comments: _____

Effective Date for Change: _____ End Date for Change: _____

New Account #: _____ Faculty UFID: _____

Old Account #: _____

Faculty / Supervisor Signature: _____

Date: _____

***Please complete the Supervisor Comments section for any Payroll Distribution Changes older than 45 days.
For example, if today is July 1st-any changes beyond the previous April 7, must include a statement regarding the need for the change beyond 45-days--more information on this can be found at:
<http://www.fa.ufl.edu/cg/capolicy/costtransfers.asp>