



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Director, Grants and Contracts Accounting
Services
Responsible Office: Grants and
Contracts Accounting Services
Last Revised Date: July 1, 2005

LABOR ADJUSTMENTS AND REDISTRIBUTIONS

Policy Statement

It is the policy of the university to comply with applicable laws and regulations regarding labor adjustments and redistributions charged to sponsored projects. All requests for labor adjustments and redistributions charged to sponsored projects shall be made timely and include documentation to justify the need for the adjustment or redistribution.

Reason for Policy

The purpose of this policy is to provide guidance on the processing of labor adjustments and redistributions charged to sponsored projects. As a recipient of federal funding, the university must comply with the Office of Management and Budget (OMB) Circular A-21. This policy outlines the procedures for requesting labor adjustments and redistributions for both monthly employees and biweekly employees.

Who is Governed by this Policy

Faculty and staff

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Policy

General Information

Labor distributions are defined in the Human Resource Information System on the position record and default to the job record. They are supported by an Employee Hire form or change in labor distribution processed through Electronic Personnel Action Form (EPAF). Monthly employees’ payroll always reflects the labor distribution defined on the job record.

Biweekly employees’ payroll reflects the labor distribution in the Time Reporting System (TRS). All time and attendance entries from the TRS charge the department (index) code assigned by the department on the time or employee record in the TRS. When necessary, managers can adjust the labor distribution in the TRS for biweekly employees at any time prior to the department’s transmission of the employees’ time.

When a department needs to correct a labor accounting error, the request for a labor adjustment must comply with the university's policies on [Cost Transfers on Sponsored Agreements](#), [Financial Transactions Adjustment](#), and [Identification and Treatment of Unallowable Costs](#). Approval by the comptroller is required for any accounting adjustments processed more than sixty days from the date of the original transaction.

Labor Adjustments - Monthly and Biweekly Employees

Changes in the labor distribution for monthly and biweekly employees must be supported by documents that will support the change in labor distributions. Departments must process the [Electronic Personnel Action Form \(EPAF\)](#) and upload any documents that will support the change in labor distribution, in time for the employee's job record to be updated in the Human Resource Information System.

To correct an accounting error for a pay period, departments must process an [Electronic Labor Re-distribution](#) (LR) through the Payroll Banner System.

Departments must upload documents approving the labor re-distribution and route the LR to various approvers. All redistributions involving sponsored programs must be approved by the Office of the Vice President for Research. After obtaining approvals from the routed queue, final approval of the LR will be processed by Payroll Accounting.

Payroll Accounting will process the redistribution directly in the university's Human Resource Information System. Payroll Accounting will notify the department if there are any questions or problems regarding the adjustment.

Forms

[Personnel Action Request Hire Form](#)

Related Information

[Financial Transaction Adjustment Policy](#)

[Cost Transfers on Sponsored Projects](#)

[Direct Charging of Administrative Costs Associated with Sponsored Projects](#)

[Identification and Treatment of Unallowable Costs](#)

[Effort Certification Policy](#)

Contacts

Contact	Telephone	Email
Payroll Services	571-553-4406	payroll@gwu.edu

Document History

- **Last Reviewed Date:** April 14, 2017
- **Last Revised Date:** July 1, 2005
- **Policy Origination Date:** Not Available

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
Beth Nolan, Senior Vice President and General Counsel

This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy's](#) home page.