1) Enter the position number that you wish to redistribute earnings from. Click the icon next to Position Number to search by title. Only positions that you have security access to will be displayed. Position Number is a required field.

2) Enter any of these optional parameters in order to narrow down the search results. Leaving these parameters blank will display all earnings for all individuals paid out of that position in the last 90 days within the current fiscal year.

3) Click “NEXT”
1) Verify that the position information that you wish to redistribute from is correct.

2) Enter the position number and accounting that you would like to redistribute the earnings to. You will have access to Positions and Accounts within your security. Click on the icons to search by position and account.

3) Enter a reason for the redistribution. The reason will later be displayed on the earnings report in Inquiry.

4) Click “NEXT”
1) Verify the position and account information that you wish to redistribute to is correct. A warning will be displayed if the accounting that you have entered does not match the commitment accounting for the position. Complete a Commitment Accounting Change form if necessary.

2) In the Earnings Redistribution Workarea all of the earnings rows that are eligible for redistribution will be displayed.

3) To delete a row entirely, click on **Delete Row**

4) To edit the redistribution amount for a row, click on **Edit Amt**
1) If **Edit Amt** was clicked, the information from the row will be displayed. Update the redistribution amount to anything from 0.00 up to the amount available.

2) Click “Update”
Once you have made all of the necessary changes to the Earnings Redistribution Workarea so that the only rows remaining are those that you would like to be redistributed, press **SUBMIT All Redistributions**.

**CANCEL All Redistributions** will reset all of the information that you have entered on this specific Redistribution Request Form and return you to the earnings redistribution criteria.
You will be taken to a confirmation page that will display the details of the transaction and a unique Form ID for your request. You will also receive an email containing the same information.

The form will be routed to the correct department (Grants and/or Financial Planning) to obtain the necessary approvals.

An email notification will be sent when your request is either processed or rejected.