

Journal Entry

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| --- | --- | --- | --- |
| **ID:** |  | **Name:****Department:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pay ID:** | SM | **Begin Year:** |  | **Pay No:** |  | **Begin Date:** |  |
|  |  | **End Year:** |  | **Pay No:** |  | **End Date:** |  |

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| --- | --- |
| **Position/Suffix No:** |  |
| **Gross Wages to redistribute:****Note: Do not include OPE in Gross Wages** |  |
| **Incorrect Labor Distribution:****Note: Include entire FOAP** |  |
| **Correct Labor Distribution:****Note: Include entire FOAP** |   |

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| --- | --- | --- | --- |
| **Budget Authority:** |  | **Date:** |  |

**College Finance Use Only:**

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| --- | --- | --- | --- |
| **Grant Accountant:** |  | **Date:** |  |

**Human Resources Use Only:**

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| --- | --- |
| **Posting Date:** |  |
| **Processed By:** |  |
| **Processing Date:** |  |