Office for Sponsored P

Labor Redistribution Request Form Guidance and Instructions

This Form is to be used to move a salary cost onto, or off of, a sponsored program (Fund 500 or 120). A non-salary cost transfer requests should utilize OSP's Cost Transfer Request Form. Some internal cost "movements" are not classified as cost transfers per OSP's Cost Transfer and Labor Redistribution Policy; see policy on OSP's website for details.

A Labor Redistribution invites the assumption that the transaction was not handled properly initially. The charge will be scrutinized for allowability and allocability to the benefiting sponsored project. The documentation and justification for moving a cost will also be scrutinized. This is to ensure a sponsor's requirements are met when costs transferred to a sponsored project were initially charged to other accounts.

Chart Fields / Chart String: Fill in the PeopleSoft chart fields from the line initially charged.

Eagle ID –employee's 8 digit BC Eagle ID number

Supporting Documents
Documentation to accompany the Form includes paperwork that shows where the cost was originally charged (e.g. TDR, TDI, etc.) and documents to fully explain or identify the cost being transferred (e.g. emails from PI regarding work the employee performed on the sponsored project and time period of the work).

The Cost Transfer and Labor Redistribution Policy requires thorough documentation to support the transaction which includes fully and completely answering the questions on the Form. In addition, the transfer must be timely, complete, and comply with allowability, allocability, and reasonableness requirements. If applicable, please include additional documentation showing the relationship to the sponsored project ultimately being charged, e.g. PI communications.

Providing detailed documentation will facilitate the timely review and approval by OSP.

Utilize the Labor Redistribution Additional Information Form when more chart string lines are needed.

Tips for Writing the Justification
Answers to the Form’s questions should be easily understood by anyone reviewing this paperwork, so please provide enough detail to inform approvers and auditors about the action. Think, can a third party not involved in the transaction understand who, what, when, where, why, and how.
Who: the person, organization, or department name(s) that caused or played a role
What: what events or circumstances are causing the need for the labor redistribution
How: how was the need to do a labor redistribution discovered or determined and by whom
When: the key date(s) (e.g. time period employee worked; Ex. Pay for the month of June 2020)
Why: why a labor redistribution is required, and how will the project receiving the expense benefit from the transfer.

The documentation needs to be able to stand on its own. Also will it still be understandable 3 years from now?
If you wonder if you have included enough information, you probably haven't.
Most important, remember, you cannot move a salary cost

Timeliness

Question 3 deals with timeliness. Labor redistribution requests should be initiated as soon as possible after a need has been identified. Timely review of salary costs charged to a sponsored project and prompt execution of a labor redistribution request is critical. Regular PI reviews of the Monthly T&E Report auto generated by the payroll system (or you can run an ad hoc T&E Report) can go a long way in helping to catch a problem early. OSP recommends Departmental Research Administrators have periodic reviews (e.g. monthly) of a salary costs listing each employee paid from a sponsored project