

Your Guide to the New Distribution and Encumbrance Worksheet

Distribution Line:

Effective Date: Is the first day of the action.

End Date: Is the last date of employment.

Area: A 3-digit number that indicates a dept or unit within a college or school.

Org: A 4-digit code that indicates a specific program or project within an area.

Sub Org: 2 digits, utilized for a more detailed tracking of revenues and expenses. This is not required.

Obj: 4 digits, identifies the type of expenditure.

Sub Obj: 2 digits.

Earnings Code: The reason for the payment, see the earnings code handout. For new hires use URG.

Hours: Number of hours worked

Enc Option: Optional. Use either R= recalculate method, N=Non encumbrance or D= Draw Down. If you use the Draw Down you must fill out the encumbrance box.

Prepared by: Person who prepared the document. **Phone:** Phone number of the person who prepared the document.

Authorized Signature: Optional – not Required **Date:** The date the document was prepared.

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