

Office of Finance and Accounting |

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**There are two different types of journal vouchers (JV) for labor changes. Both changes occur after the fiscal**

- **NHIDIST parameters**
  - Use the beginning of the pay period you are moving as the 'FromDate' and today's date as the 'ToDate.' This will ensure you see all activity for this pay run
  - Enter the fund and org where the labor currently is
  
- Hit 'Go' OR Alt+PgDn
- Enter the Employee ID or Name
- You can either push F8 or 'Go' again, or you can narrow your search further. If you choose F8/Go, please labor the print screen with any information not showing. You can use the drop down menu under 'Add Another Field' if you choose to narrow your search further. This may be helpful if the employee is occupying more than one PQV suffix.
  
- Print your results screen and make sure it has the name of the employee and the pay run number on it (even if you have to include it on your own).
- The person preparing the JV should type or print their name and phone number on the JV and should not be the one approving the JV. An additional approver is necessary for internal controls
- Required Back up for Non-Exempt employees
  - Attach a copy of NHIDIST print-screens or other appropriate backup showing the employee's name and the run number
  - Attach a new/revised timesheet with correct information, signed by employee and supervisor, or copy of the of the original timesheet if the original was correct
  - The HR Coordinator/Fiscal Officer may sign on behalf of an unavailable employee
  - Attach a 60day cost transfer memo (CTM) to the LR for any labor moving to or from restricted funds that is more than 60days old (PI must sign LR forms well as CTM)
  - The template is on the OGCA website under "Post-Award Forms"
  - Send the LR form, all back up and 60day CTM directly to the Budget and Cost Records team (not a specific individual); we will route it to OGCA for approval after our review
- Required back up for Exempt employees
  - Attach a copy of NHIDIST print-screen or other appropriate backup showing the employee's name and the run number
  -

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more than 60 days old (PI must sign LR forms as well as CTM)

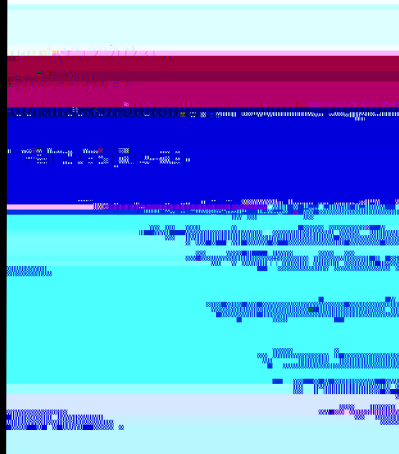
OGCA website under "Post-Award Forms"

pick up and 60 day CTM directly to the Budget and Cost Records team

); we will route it to OGCA for approval after our review

nds labor effort has been certified (by GEC timeframes), labor is

Attention to Certification Deadlines



since CY12R22 - Revised effort reports have not been required since  
employees

Transfer Form is not required if the only change being affected is

at Codes

S [budget@alaska.edu](mailto:budget@alaska.edu)

have ALL of the documents attached in one PDF. The JV form and

one PDF prior to entering it into DocuSign.

*Naturally*

with