



Labor Personnel Action Form (LPAF)

ROUTING
Payroll Services
payroll.services@nmsu.edu

Instructions: This form is used to make a change to future job labor distributions. To make a change, indicate the Grant, Index, Fund and Percentage of the new labor distribution. The total percentage of labor distribution listed must be 100%. Labor distribution changes are effective on either the 1st or 16th of the month and must include a full pay period. Only one effective dated action may be made per form. Retroactive changes to labor distribution (actual salary expense) must be submitted using the Electronic Labor Redistribution.

SECTION 1: EMPLOYEE INFORMATION

Employee ID: _____ Last Name: _____ First Name: _____

Position #: _____ Suffix: _____ ECLS: _____ Org: _____

SECTION 2: CHANGE LABOR DISTRIBUTION

Effective Date: _____ Change Code: LABOR - Change Labor Distribution

Grant: _____	Index: _____	Fund: _____	Percent: _____ %
Grant: _____	Index: _____	Fund: _____	Percent: _____ %
Grant: _____	Index: _____	Fund: _____	Percent: _____ %
Grant: _____	Index: _____	Fund: _____	Percent: _____ %
Grant: _____	Index: _____	Fund: _____	Percent: _____ %
Grant: _____	Index: _____	Fund: _____	Percent: _____ %
Grant: _____	Index: _____	Fund: _____	Percent: _____ %
Grant: _____	Index: _____	Fund: _____	Percent: _____ %
			Total: _____ %

SECTION 3: REASON FOR CHANGE/COMMENTS

SECTION 4: REQUESTOR INFORMATION (REQUIRED)

Requestor Name: _____ Email: _____ Phone: _____

SECTION 5: APPROVAL (REQUIRED)

Name: _____ Signature: _____ Date: _____

Principal Investigator Dean/VP/CC President Designee **OR**

For Aggie Service Center Units Dept Head/Dir Principal Investigator (PI)

Internal Use Only

Payroll: _____

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