

# SWRJ - Salary & Wage Redistribution & Justification

## Section 1: Employee Information

Empl ID: \_\_\_\_\_ Empl Record: \_\_\_\_\_  
 Name (Last, First): \_\_\_\_\_ Class (Type): \_\_\_\_\_  
 Department (Org ID): \_\_\_\_\_ Pay Group: \_\_\_\_\_

## Section 2: Adjustment Detail

Adjustment Start Date: \_\_\_\_\_ Grant Funded (Y/N): \_\_\_\_\_ Effort Cert Req: \_\_\_\_\_  
 Adjustment End Date: \_\_\_\_\_ If Yes is it > 90 Days: \_\_\_\_\_ # Days Late: \_\_\_\_\_

## Section 3: Justification

|   |       |
|---|-------|
| (a) Justification Required for all SWRJ submissions | _____ |
| (b) Comment Delay (>90 day)                         | _____ |
| (c) Comments to Payroll                             | _____ |

## Section 4: Redistribution Detail

|              | Unit      | Division  | Organization | Fund Type | Natural Account | Location  | Business Line | Activity  | RU Initiative | Project   | Task      | Expenditure UDO | Percentage        |
|--------------|-----------|-----------|--------------|-----------|-----------------|-----------|---------------|-----------|---------------|-----------|-----------|-----------------|-------------------|
|              | (3 digit) | (4 digit) | (4 digit)    | (3 digit) | (5 digit)       | (4 digit) | (4 digit)     | (4 digit) | (6 digit)     | (6 digit) | (3 digit) | (11 digit)      | (must total 100%) |
| From Account |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
| To Account   |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |
|              |           |           |              |           |                 |           |               |           |               |           |           |                 |                   |

## Section 5: Request Authorization

|                                    |                                 |       |       |      |
|------------------------------------|---------------------------------|-------|-------|------|
| Preparer - Printed Name            | Preparer - Signature            | Email | Phone | Date |
|                                    |                                 |       |       |      |
| Authorized Approver - Printed Name | Authorized Approver - Signature | Email | Phone | Date |
|                                    |                                 |       |       |      |

## Section 6: GCA & PAYROLL ONLY

|                             |              |        |          |                  |      |        |          |
|-----------------------------|--------------|--------|----------|------------------|------|--------|----------|
| Grant & Contract Accounting |              |        |          |                  |      |        |          |
| Compliance                  | Date         | Status | Comments | PSFT Input       | Date | Status | Comments |
| Payroll                     |              |        |          |                  |      |        |          |
| PSFT Process Date           | Processed by |        |          | Payroll Comments |      |        |          |

If your SWRJ form contains a Sponsored Project account in either the From Account or To Account, please send the form to: [cost-transfer@ored.rutgers.edu](mailto:cost-transfer@ored.rutgers.edu)  
 If your SWRJ form does not contain a Sponsored Project, please send the form to: [pyrlswrj@payroll.rutgers.edu](mailto:pyrlswrj@payroll.rutgers.edu)