

Purpose:

These are standard comments to use when modifying a Labor Distribution.

Standard Comments- Future date Labor Changes

Type of LD Change	Standard Comments
General Costing Update	Changing costing from XXXXXX to XXXXXX (indicate Project Number).
Percentage Change ONLY	Changing percentage allocation on Project(s) XXXXXX.
End Date Change ONLY	Updating end date only on project(s) XXXXXX.
Start Date Change ONLY Add New Project Change Natural Account or Expenditure Type	Updating start date only on project(s) XXXXXX. Added project XXXXX to Distribution Rules Changing Natural Account from XXXXX to XXXXX

Standard Comments- Back dated Labor Schedule Changes*

*Must include link to CTJF

Type of LD Change	Standard Comments
General Costing Update	RETRO: Changing costing from Project XXXXXX to Project XXXXXX. <i>I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.</i>
Percentage Change ONLY	RETRO: Changing percentage allocation on Project(s) XXXXXX from X % to X %. <i>I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.</i>
Sponsored Projects End Date Change	RETRO: Updating end date only on project(s) XXXXXX from MM/DD/YYYY to MM/DD/YYYY. <i>I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.</i>
Add New Project	RETRO: Adding Project(s) XXXXXX at XX %. <i>I CERTIFY THAT THIS CHANGE IS WITHIN 90 DAYS OF ORIGINAL TRANSACTION. CTJF APPROVED.</i>

