

The University of Toledo
Request to Move Expenditures over 90 days and/or
Request to Open a Previously Certified Employee Effort Report

‰ Request to move non-personnel expenses over 90 days

‰ Request to move personnel expenses over 90 days

‰ Request to Open a Previously Certified Employee Effort Report

Employee Name:

Rocket #:

Period Code V :
(Yr-Quarter)

1. Explanation as to how the error was determined after the original expenditure/certification took place. Please include detailed reason for the transfer/change. If effort was certified, please provide the reason it was originally certified in error.

2. If the change is greater than 90 days from the original date of the transaction, please include an explanation for the delay.

3. Corrective actions taken to ensure that expenditures/effort is allocated appropriately in the future.

*Please note: After the labor redistribution has been completed, the employee will need to be re-certified within