

Physics Division Request for Time & Effort Correction

Date: _____ Employee's Name: _____ Z# _____

	Program Code	Cost Account	Work Package
Original codes			
Correct codes			
Number of hours	(>200 hours requires BUS financial analyst approval)		
Month of effort			

- Reason**
- Coding or typographical error
 - Data entry error
 - B&R recast
 - Program Office directed program code recast
 - Program redirection
 - Proper allocation of effort among program codes with documented related scope
 - Other—approved by BUS-1, General Accounting

Note: “Insufficient funds” is not a valid justification for a cost correction. Incidences of cost corrections with improper justifications may result in cost disallowances to the University and possibly in the assessment of criminal and civil penalties against the authorizing manager, LANL, and UC.

Requester's Signature Date

BUS Financial Analyst Signature Date

Group Leader Signature *(if applicable)* Date

Retention: Labor cost corrections must be processed through the online labor system and documentation must be retained for three years by the approving line manager.