

SEATTLEU

OFFICE OF
HUMAN RESOURCES

Salary Distribution Change Form

This form authorizes HR to change the GL's and/or the distribution of a staff salary.

Note: this form does not authorize a budget transfer. To complete a budget transfer, please follow the [University Budget Office policy](#).

Changing the Salary Distribution for:

Name:

SU ID:

New Salary Distribution Effective on:

GL	%

Comments:

Approval:

Budget Manager:

Date:

Please return completed form to hr@seattleu.edu