



NORTHWESTERN UNIVERSITY
Salary Distribution Adjustment for Nine-Month Faculty Appointment

For ASRSP use only:
 # _____

Date: _____ Type of Adjustment: **New** or In addition to SDA # _____ or replacing SDA # _____

Faculty Information

Reason for adjustment: to charge a portion of academic year salary to grant account(s).

Name:
Print last name, first name

Employee ID#:

Monthly Rate \$

Annual Salary: \$

OR

NIH Max: \$

% of salary distributed: %

Fiscal year salary was earned:

Fund 110 Chartstring (s) currently being charged for faculty salary and eligible for release:					
Fund	Financial Dept	Acct	Amount	Start Date	Stop Date
110	<input type="text"/>	60011	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
110	<input type="text"/>	60011	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
110	<input type="text"/>	60011	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>

Grant and Cost Share Chartstring(s) to Debit

Fund	Fin Dept	Project	Act.	Program	Account	Amount	Start Date	Stop Date	Amt Credited
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	60011	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	60011	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	60011	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approvals

Prepared by _____ Date _____

PI / Faculty Member _____ Date _____

Department Chair _____ Date _____

Chartstring(s) to Credit

Fund	Financial Dept	Account	Amount	Start Date	Stop Date	Amt Encumbered
110	<input type="text"/>	60015	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
110	<input type="text"/>	60015	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
110	<input type="text"/>	60015	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dean _____ Date _____

ASRSP _____ Date _____

Payroll _____