**How to Submit the Banner HR-Payroll Redistribution Form**

* Rename and Save the completed redistribution file.
* Be sure to keep the file as the .xlsm extension to retain macro functionality.
* Email the completed redistribution file to the appropriate person for Fund Review Process.
* Approved submitters are exempt from the review process.

**FUND Review Process**

|  |  |  |
| --- | --- | --- |
| **Type** | **Funds Begin With** | **Contact or Routing** |
| State Funds-AA (16065) | 111 | Division Coordinator (see below) |
| State Funds-HS (16066) | 112 | Division Coordinator (see below) |
| Grant Funds (06069) | 21 | ERSHELPDESK@ecu.edu |
| Institutional Trust Funds (06067) | 12, 13, 14, 23, 24, 25, 27, 2E, 31  [not 314, 315, 311996] | ITF-SPECIALFUNDS@ecu.edu |
| ECU Foundation Funds (06067) | E | Mark Sarfo sarfom22@ecu.edu |
| Alumni Association Funds (06067) | A | Candi High, highc@ecu.edu |
| Medical Foundation Funds (06067) | M, 311996 | Mandy King, kinga@ecu.edu |
| SODM Clinical Funds (06065) | 314 | Ruth Lee, leer@ecu.edu |
| ECUP Funds (06065) | 315 | Amy Perry, rooka@ecu.edu |

* Partial State funds with another funding source should email the Division Coordinator, who will forward the file to the appropriate funding source representatives for review.
* The funding source representative will forward the file to the Division Coordinator as follows:

**Division Coordinator(s)**

|  |  |
| --- | --- |
| **Division** | **Contact** |
| 10-Chancellor’s Division | Katie Strickland, stricklandk14@ecu.edu |
| 20-Administration & Finance | Wanda Sandeford, sandefordw@ecu.edu |
| 30-University Advancement | Patricia A. Suggs, simpsonp@ecu.edu |
| 40-Student Affairs | Brian Mattern, matternb@ecu.edu |
| 50-Academic Affairs | Ruth Lee, leer@ecu.edu |
| 66-BSOM (ECU Health)-State Funds | Amy Perry, rooka@ecu.edu |
| 66-BSOM (ECU Health)-ECUP Funds | Amy Perry, rooka@ecu.edu |
| 80-Athletics | Sherri Andrews, andrewssh19@ecu.edu |