

## 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	Ruth Lee, leer@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