TRANSFER PAYROLL EXPENDITURES REQUEST FORM INSTRUCTIONS

I. PURPOSE

The Transfer Payroll Expenditures form is the mechanism for correcting expenditures which have been mistakenly charged to the wrong account key.

II. FILLING OUT THE FORM

1. A brief but accurate **description** should be used here to capture the purpose of the transaction. Please note that it is usually not acceptable in a funding agency's viewpoint to be transferring expenditures simply because of lack of funds.

2. **EMPLOYEE NAME** - Enter the Employee's name for which the transfer relates.

3. **EMPLOYEE NUMBER** - Enter the Employee's ID as indicated on the accompanying documentation.

4. **PAYROLL PERIOD** - Enter the Payroll Period for which this transfer relates. Note: Please refer to the Payroll Schedule for the Fiscal Year involved in the transaction.

5. **PAYROLL DATES** - Enter the corresponding dates for the Payroll Period indicated. Again, refer to the appropriate Payroll Schedule.

6. **TO/DEBIT** - Enter the account key and object code in the TO/DEBIT column for the account that is being charged or increasing its expenditures. Only enter one (1) account key and object code per line. In addition, the object codes should be the same, unless the original entry coded the item incorrectly.

7. **FROM/CREDIT** - Enter the account key and object code in the FROM/CREDIT column for the account that is getting reimbursed or decreasing its expenditures. Only enter one (1) account key and object code per line. In addition, the object codes should be the same, unless the original entry coded the item incorrectly.

8. **EMPLOYEE DOLLARS TO TRANSFER** - This is the total dollars to be transferred for the Payroll Period indicated.

9. **EMPLOYEE HOURS TO TRANSFER** - This is the total hours to be transferred for the Payroll Period indicated.

III. AUTHORIZATION / SIGNATURES

Authorizing signature must be from both the employee and the Division Administrator. In the event the employee is unavailable to provide their signature, the form may be signed by the Supervisor with a notation as to why the employee was not available for signature. i.e.: on field assignment, terminated, etc.

IV. DOCUMENTATION

- For the transfer of payroll expenditures we suggest attaching an "account key expenditure detail" report. You may print out this report by typing at the main menu "Use txnemp". This report will ask for the employee's ID, the account key (program) FROM which the transfer is being made and a begin/end date. It may be necessary to enter the begin date back into the prior fiscal year. Make note of your Payroll Periods when determining the date range. This report will give you all the information you need to fill out the transfer payroll expenditure request form.
- Any forms received without adequate documentation will be returned to the requestor for completion.