

Payroll Expenditure Transfer

The Payroll Expenditure Transfer is used to transfer payroll charges for a specific employee from one Chartfield string to another. In addition, the Payroll Expenditure Transfer form can be used to notify the Budget Office where future payroll charges for a specific employee should be changed.

The advantage to using a Payroll Expenditure Transfer to move pay is that the charges are moved at the detail level through the payroll system. Once a transfer is processed the movement of expenditures will appear on the next month's payroll report. Using an Expenditure Transfer does not indicate changes in the payroll report, however, the change is reflected in your nVision reports.

When filling out the form, indicate the employee's name; their current DeptId, their Empl ID and Position number. The Transfer Charges From section are the chartfields which the payroll is currently being charged to, and the Transfer Charges To section should be the new chartfields that payroll should be charged to.

If moving charges that had taken place in a previous month, enter the total monetary amount to be transferred under that column.

If the payroll is going to be charged to this new alternate funding source for a specific amount of time, fill out all of the columns up until the month which the payroll will revert back to the original funding source.

Additionally, payroll may be transferred using percentage.

If you have any questions please contact Laurie Borello at 756-1187.



Payroll Expenditure Transfer Form

Budget & Analytic Business Services

Complete the information below to transfer payroll charges for the employee specified and submit to Budget & Analytic Business Services. For questions call 756-6416.

Employee Name: <u>John Doe</u>	DeptID #: <u>102500</u>																
Empl ID: <u>000099999</u>	Position#: <u>00001255</u>																
Transfer Charges FROM (credit):	Transfer Charges TO (debit):																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Deptid</th> <th style="width: 15%;">Fund</th> <th style="width: 15%;">Program</th> <th style="width: 15%;">Project</th> </tr> </thead> <tbody> <tr> <td>102500</td> <td>AD204</td> <td></td> <td></td> </tr> </tbody> </table>	Deptid	Fund	Program	Project	102500	AD204			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Deptid</th> <th style="width: 15%;">Fund</th> <th style="width: 15%;">Program</th> <th style="width: 15%;">Project</th> </tr> </thead> <tbody> <tr> <td>102500</td> <td>AD204</td> <td>AA001</td> <td></td> </tr> </tbody> </table>	Deptid	Fund	Program	Project	102500	AD204	AA001	
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FISCAL YR:

Section A: Complete this section to transfer the TOTAL salary & benefits OR a PERCENTAGE of the total salary & benefits for the employee you specify above. To change a percentage simply type in the percent you would like to transfer for each pay period. (Amount & percentage should be based on PAY PERIOD, Not Accounting Period).

Pay Period	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Enter Total Salary & Benefits Charged	2,000.00	2,000.00	-	-	-	-	-	-	-	-	-	-
Enter % to Transfer	100%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
Amt to Transfer	2,000.00	1,000.00	-	-	-	-	-	-	-	-	-	-

Section B: Complete this section to transfer the total amount in an Account for the employee you specify above. Enter the account (or accounts) and the amount charged in each period (Amount should be based on PAY PERIOD, Not Accounting Period).

Pay Period	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Account	Amt	Amt	Amt	Amt	Amt	Amt	Amt	Amt	Amt	Amt	Amt	Amt
	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-

Submitted By: _____ Date: _____ Approved By: _____ Date: _____
 Notes: _____ Processed By: _____ Date: _____