

This is to request the transfer of salary expense(s) to a different account than what is currently recorded in the general ledger. Payroll Distribution Report (Cognos #339) is to be included with this request.

Business Unit/UCCE Location _____

Prepared By _____

Employee Name _____

Employee ID/Position Number _____

Only enter funding lines that need to be transferred.													
Pay Period End Date	ERN Code		GL or PPM	Entity	Fund	Financial Dept.	Purpose	Program	Project	Activity	Task	Award	Salary (\$) Amt to Transfer
		From											
		To											
		From											
		To											
		From											
		To											
		From											
		To											

Responses to all four questions below are required for approval of this request.

1. Reason for transfer. Why was the expense not originally charged to the proposed account? Explain how the employee's work benefited the project now being charged.

2. Is this request within 120 days from when the original expense posted to the general ledger?

Yes

No

If not, fully explain the events that led up to this late adjustment. (Expense transfers funded by federal or federal flow-through accounts cannot be approved after 120 days from when posted on the ledger)

3. Describe steps being taken to prevent this type of transfer in the future.

4. Is either of the accounts (from/to) an extramural account?

Yes No

Approval Signatures:

PI for account Credited: _____

Date

PI for account Debited: _____

Date

Unit/County Director: _____

Date

Business/Account Manager: _____

Date

Please send to your BOC team for review. (BOC will forward to Payroll)
 Email subject line: SALARY COST TRANSFER [employee name]