Procedures for Transfer of Payroll Costs Between Accounts

This procedure supplements the SAP called Procedures for Transfer of Payroll Costs Between University Accounts SAP 25.99.99.M0.07 by providing guidelines for requesting a transfer of payroll costs between accounts.

The SAP requires that all requests include:

1. A memo with an explanation/reason for the change.
   - Exhibit I provides a recommended standard format
2. The memo requires the approval/certification of someone with signature authority on the accounts involved.
3. A copy of the payroll vouchers details that support the pay periods for which the request is being made.

An additional document required by Payroll Services for each request shall include:

1. A Transfer of Payroll Costs Between Accounts Recap form should be completed for each employee.

Refer to the SAP referenced above for additional information regarding:

1. Approval routing
2. Sponsored research accounts
3. Requests more than 90 days from the date of original transaction
4. Contact information
MEMORANDUM

TO: Payroll Services

THROUGH: (name)  
           (title)

FROM: (name)  
       (title)

SUBJECT: Transfer of Payroll Costs Between Accounts

Please make a payroll correction for (Employee(s) Name) (UIN #) for the payroll period (xx/xx/xxxx thru xx/xx/xxxx) as per the attached worksheet(s).

The payroll correction is being requested because (provide reason/explanation):

For example:
  - Source changed occurred after payroll had been processed for the month of September
  - PI provided departmental business office with incorrect information for this pay period
  - This for a source change correction effective 09/01/09 – 09/30/09 for time and effort on grant 4xxxxx as per the approved budget
  - This charge should have been put on account xxxxxxx-xxxxx for cost sharing purposes only per the Research Foundation
  - This is a source change effective 09/01/09 – 09/30/09 to accurately reflect actual work performed in September

Please contact (departmental contact information) with any questions regarding this request.

Attachments:
  - Copies of voucher details