Standard Administrative Procedure Statement
The Texas Engineering Experiment Station (TEES) requires payroll costs on sponsored and non-sponsored accounts and/or projects to be accurately reflected.

Reason for Standard Administrative Procedure
This Standard Administrative Procedure (SAP) provides guidelines for requesting a transfer of payroll costs to sponsored and non-sponsored accounts/projects.

Procedures and Responsibilities

1. PAYROLL TRANSFERS

1.1 Requests to transfer payroll costs to accounts/projects made within 90 days of the original transaction should be submitted to Engineering Budgets & Payroll Office using the Cost Transfer Form located at EPIK→TEES Administration→Payroll→Forms. These requests shall include:

   1.1.1 An explanation for the change,

   1.1.2 Approval/certification by the Principal Investigator and one of the following who has signature authority over the accounts involved:

      a. Business Administrator
      b. Department/Division Head or designee

   1.1.3 Approval of the Director of Engineering Budgets & Payroll.

1.2 Requests made more than 90 days from the date of the original transaction will only be considered if appropriately justified. Requests will be considered on a case-by-case basis and the final decision will be made by the Chief Financial Officer (CFO). The Cost Transfer Form is located at EPIK→TEES Administration→Payroll→Forms. All requests shall include:

   1.2.1 An explanation for the change,
1.2.2 Approval/certification by the Principal Investigator and one of the following who has signature authority over the accounts involved:

a. Business Administrator  
b. Department/Division Head or designee

1.2.3 Approval of the Project Administration Office or designee (cost reimbursable sponsored projects only)

1.2.4 Approval of the Director of Engineering Budgets & Payroll

1.2.5 Approval of the CFO

Related Statutes, Policies, or Requirements
National Institutes of Health (NIH) Grants Policy

Office of Management and Budget Circular A-21

Regulation 15.01.01, Administration of Sponsored Programs – Research and Other

Contact Office
Engineering Budgets and Payroll  
(979) 458-7493