



Engineering Payroll Cost Transfer Request

Date:

From:

Adloc:

Pay Date:

P/R voucher #

Employee Name:	UIN:	PIN:
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Please transfer the following payroll expenditure(s) as indicated:

Incorrect expenditure(s) to be canceled: Monthly Biweekly

<u>Pay Period</u>	<u>% / Hrs</u>	<u>Pt-Account #</u>	<u>PGM</u>	<u>Project</u>	<u>Gross Pay</u>
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Correct expenditure(s) to be charged: (If different from above)

<u>Pay Period</u>	<u>% / Hrs</u>	<u>Pt-Account #</u>	<u>PGM</u>	<u>Project</u>	<u>Gross Pay</u>
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Type of Transfer:

<input type="checkbox"/> Termination	<input type="checkbox"/> Leave w/o Pay	<input type="checkbox"/> Pay Change	<input type="checkbox"/> Other
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Explanation:

Payroll Cost Transfer Request Justification

Revised 08/13

Name:	UIN:	Date:
Period of Correction:	Pay Period Begin Date:	Pay Period End Date:

1. Why was the expense originally charged to the account from which it is now being transferred?

2. Why should this charge be transferred to the proposed receiving account?

3. If the cost transfer request is more than 90 days from the date of the original charge, explain the reason for the delay and what action is being taken to eliminate the need for future cost transfers of this type.

4. Was the effort previously certified in TimeTraq or the Time and Effort system? Yes No If yes, explain what changed and why.

APPROVED:

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Principal Investigator Signature (no delegates)	Printed Name	Date
_____	<div style="border: 1px solid black; width: 260px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>
Department Head Signature	Printed Name	Date
_____	<div style="border: 1px solid black; width: 260px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>
Dean/Director/CFO Signature (Required for transfers over 90 days only)	Printed Name	Date

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Project Payroll - SRS	Printed Name	Date
_____	<div style="border: 1px solid black; width: 260px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>
System Member Review (Required for transfers over 90 days only)	Printed Name	Date