HR ACCOUNT CODE TRANSFERS

Payroll Change Form for Payroll Charged to Sponsored Projects I sheet per employee

Revised 3/20/2012

Employee Name					
Employee ID #					
Starting Date of Change		If the starting date is earlier than the date prepared the questions on page 2 of this form must also be filled out.			
End Date of Change		· -		4.00 DO 100	
Date Prepared					
Annual Salary		base Salary for period			
List all sources from	n which employee is	currently paid. Total	l effort must ed	ual 100%.	
DEPT NAME	HR Account Code	Project Number	% Effort	Amount	
			+		
			0%	-	
List new Pay distrib	ution. Total must e	qual 100%			
DEPT NAME	HR Account Code	Project Number	% Effort	Amount	
			100%		
			+		
			+		
			_		
PI Signature		Date			
Print name					
			_		
Office of Research A	dministration	Date	_		
	-				

HR ACCOUNT CODE TRANSFERS

Questions to support cost transfer of salary or additional information. Why was the payroll charged to the original according to the original accor	Please see Guidelines for processing cost transfers ount? if in error describe the error in full:
If the payroll is to be allocated between two or m	nore projects, how was the allocation determined:
How does the payroll benefit the new project:	
effort card must accompany the transfer.	effort reporting period, a copy of the corrected certified ago the following two questions must be answered.
Identify the action taken to eliminate the	e need for cost transfers of this type in the future.
certify that this request is consistent with the scope counts will now reflect an appropriate allocation o	and objectives of the project(s) to be charged, and that the of expenditures:
PI Signature	•
Print Name	
oproval: ORA:	 Date