

SALARY/WAGE TRANSFER REQUEST

A copy of the "Labor Distribution by Account" report (for each pay period involved) showing the original charges must be attached to this form. **Regardless of the accounts involved, this form must be sent to Contracts and Grants Accounting, 301 Samford Hall;** also, see the note at the bottom regarding "Revised Personnel Activity Report."

NOTE: Salaries and Wages over 90 days old cannot be transferred.

Employee ID: _____ Employee Name: _____

PERIOD ID (PAY SCHED)	POSITION NUMBER	FISCAL YEAR (FY)	"FROM"			"TO"			SALARY/WAGE AMOUNT TO TRANSFER
			ACCOUNT NO.	SUBCODE		ACCOUNT NO.	SUBCODE		

1. Time Period Transfer Applies to (Mo/Day/Yr): From: _____
To: _____

2. Reason for Transfer (Please explain why salaries/wages were charged to the incorrect account initially and why the new account was determined to be the correct account.):

(Attach continuation sheet if needed.)

3. Prepared By: _____ Date: _____

4. Transfer Approved: (Please print name under signature.)

Project Director Date Department Head Date Dean Date

5. Contracts and Grants Accounting: _____ Date: _____

NOTES: (1) If employee benefits are associated with these salaries or wages, they will be transferred along with the salaries and wages.
 (2) The originating department should follow up to see that this transfer(s) is reflected in the accounting reports. If it is not included in the report for the current month or the following month, the department should contact Payroll and Employee Benefits or Contracts and Grants Accounting.

IF A CONTRACT/GRANT ACCOUNT OR A FEDERAL APPROPRIATIONS ACCOUNT IS LISTED AS THE "TO" ACCOUNT, PLEASE ATTACH A COMPLETED "REVISED PERSONNEL ACTIVITY REPORT" FOR EACH SUCH ACCOUNT.