



UNIVERSITY OF CHICAGO PAYROLL
EXPENSE TRANSFER FORM

ET 00000

EMPLOYEE ID NO.	EMPLOYEE NAME	PAY CYCLE
		<input type="checkbox"/> MONTHLY <input type="checkbox"/> BIWEEKLY

TRANSFER TYPE:							<input type="checkbox"/> 01 - ALL CHARGES		<input type="checkbox"/> 02 - CURRENT CHARGES		<input type="checkbox"/> 03 - DETAIL	
1	FROM ACCOUNT	PAY PERIOD END DATE	ACCOUNT NAME				ACCOUNT NUMBER					
		EFFORT PERIOD END DATE	A	JOB CODE	EARN CODE	EFFORT CODE	TRANS CODE					
		ACCOUNT NAME		ACCOUNT NUMBER		AMOUNT		+/-	PCT			
TO ACCOUNT	1											
	2											
	3											
	4											
	TOTAL FOR THIS TRANSFER:											

TRANSFER TYPE:							<input type="checkbox"/> 01 - ALL CHARGES		<input type="checkbox"/> 02 - CURRENT CHARGES		<input type="checkbox"/> 03 - DETAIL	
2	FROM ACCOUNT	PAY PERIOD END DATE	ACCOUNT NAME				ACCOUNT NUMBER					
		EFFORT PERIOD END DATE	A	JOB CODE	EARN CODE	EFFORT CODE	TRANS CODE					
		ACCOUNT NAME		ACCOUNT NUMBER		AMOUNT		+/-	PCT			
TO ACCOUNT	1											
	2											
	3											
	4											
	TOTAL FOR THIS TRANSFER:											

TRANSFER TYPE:							<input type="checkbox"/> 01 - ALL CHARGES		<input type="checkbox"/> 02 - CURRENT CHARGES		<input type="checkbox"/> 03 - DETAIL	
3	FROM ACCOUNT	PAY PERIOD END DATE	ACCOUNT NAME				ACCOUNT NUMBER					
		EFFORT PERIOD END DATE	A	JOB CODE	EARN CODE	EFFORT CODE	TRANS CODE					
		ACCOUNT NAME		ACCOUNT NUMBER		AMOUNT		+/-	PCT			
TO ACCOUNT	1											
	2											
	3											
	4											
	TOTAL FOR THIS TRANSFER:											

EXPLANATION

PREPARED BY	DATE	AUTHORIZED SIGNATURE
	PHONE	

Shaded areas must be filled in for Transfer Type 03 "Detail." For instructions concerning the use of this form see the reverse side of the fourth copy.

FINANCIAL SERVICES OFFICE APPROVAL	DATE
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ET 00000

Brief Instructions
PAYROLL EXPENSE TRANSFER FORM
UPP Form #103

The **Payroll Expense Transfer Form** is used to transfer salary and benefit charges or credits previously processed through either the regular monthly or biweekly payroll. The form can be used to transfer (1) **all payroll charges** for an employee for a given pay period listed on the PEXP092 Departmental Payroll Expense Detail Report; (2) **current period charges only**; or (3) **detail line items** printed on the report. Up to three pay periods can be transferred to a single form. **Do not** use this form for **non-salary** transfers of charges or credits: use Financial Services Form 61, EXPENDITURE TRANSFER, instead.

FORM PROCESSING

Transfers being made to either **Ledger 5** or **Ledger 6** accounts should be forwarded directly to **Sponsored Award Accounting**. **All other forms** should be sent directly to **Payroll Services**. The forms must arrive in Payroll according to the following schedule:

For **Monthly** employees: All forms submitted to Payroll will be processed during the monthly payroll cycle. Forms received after the 15th will be processed in the following month.

For **Biweekly** employees: All forms submitted to Payroll will be processed in the next regular biweekly payroll cycle.

Transfers routed to Sponsored Award Accounting should be sent ahead of schedule to allow time for the form to be delivered to Payroll Services.

INSTRUCTIONS

This form should only be used to transfer charges or credits processed through either the regular monthly or biweekly payroll (which appear on the PEXP092 Payroll Expense Detail Report). All other changes should be done on a Journal Voucher.

A photocopy of the Payroll Expense Detail Report (PEXP092) for the period(s) being transferred must be attached to all Payroll Expense Transfer Forms. If a **Ledger 5** (federal government grant account) transfer is being made later than **two months** after the charge was processed, an INFORMATION REQUEST FOR RETROACTIVE TRANSFER" FORM MUST BE ATTACHED TO THE FORM.

The payroll system will automatically calculate **the staff benefit charge** for all payroll transfers. Therefore, when entering the dollar amounts on this form, enter only the amount of the payroll expense. **Do not** add in or separately enter the staff benefit charge.

Each form **must be signed** by an authorized signer in the department. In addition, the name and phone number of the individual preparing the form must be entered on the form.

For **detailed instructions** concerning the use of this form, including examples of typical transactions, please refer to the PAYROLL EXPENSE TRANSFER FORM SECTION OF THE UNIVERSITY OF CHICAGO PAYROLL/PERSONNEL SYSTEM MANUAL.

ROUTING

COPY 1 - WHITE: PAYROLL SERVICES

COPY 2 - YELLOW: SPONSORED AWARD ACCOUNTING

COPY 3 - PINK: DEPARTMENT, ACCOUNT CHARGED

COPY 4 - ORANGE: DEPARTMENT, ACCOUNT CREDITED