



**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	
FROM ACCOUNT	PAY PERIOD END DATE	ACCOUNT NAME		ACCOUNT NUMBER	
	EFFORT PERIOD END DATE	A	JOB CODE	EARN CODE	
TO ACCOUNT	ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT	+/-	PCT
	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	
FROM ACCOUNT	PAY PERIOD END DATE	ACCOUNT NAME		ACCOUNT NUMBER	
	EFFORT PERIOD END DATE	A	JOB CODE	EARN CODE	
TO ACCOUNT	ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT	+/-	PCT
	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	
FROM ACCOUNT	PAY PERIOD END DATE	ACCOUNT NAME		ACCOUNT NUMBER	
	EFFORT PERIOD END DATE	A	JOB CODE	EARN CODE	
TO ACCOUNT	ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT	+/-	PCT
	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.

COMPTROLLER'S OFFICE APPROVAL	DATE

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 Comptroller Form 61, EXPENDITURE TRANSFER, instead.

FORM PROCESSING

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

For **Monthly** employees: All forms submitted to Payroll by the 15th of the month 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 Restricted Funds should be sent ahead of schedule to allow time for the form to be delivered to the Payroll Department.

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) beginning with the biweekly pay period ending **January 9, 1998** or the monthly pay period ending **January 31, 1998**. To transfer salary activity which was processed **prior** to these pay periods (activity appearing on the Departmental Monthly/Biweekly Payroll Distribution Register, Report Nos. 204 or 205), use Comptroller Form 61P, TRANSFER OF PAYROLL CHARGES/CREDITS.

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 DEPARTMENT
- COPY 2 - YELLOW:** RESTRICTED FUNDS
- COPY 3 - PINK:** DEPARTMENT, ACCOUNT CHARGED
- COPY 4 - ORANGE:** DEPARTMENT, ACCOUNT CREDITED