



PAYROLL TO BE MOVED FROM

| |
|---------------|
| Employee Name |
| |

| |
|-------------|
| Employee ID |
| |

| |
|----------|
| Record # |
| |

This form is used when salary/benefit expenditures need to be moved to a different funding source from where they were charged to during the paytape process.

| | |
|------------------|--|
| Reason for Move: | |
|------------------|--|

| | | | | | |
|-----------------|------------|------|---------|-------|---------------|
| Position Number | Department | Fund | Program | Class | Grant/Project |
| | | | | | |

Additional fields are to be used if Original Pay was a split pay:

| | | | | | |
|-----------------|------------|------|---------|-------|---------------|
| Position Number | Department | Fund | Program | Class | Grant/Project |
| | | | | | |

| | | | | | |
|-----------------|------------|------|---------|-------|---------------|
| Position Number | Department | Fund | Program | Class | Grant/Project |
| | | | | | |

PAYROLL TO BE MOVED TO

| | | | | | |
|-----------------|------------|------|---------|-------|---------------|
| Position Number | Department | Fund | Program | Class | Grant/Project |
| | | | | | |

Posted payroll amount to be moved (current fiscal year only):

| | | | | | | | | | | | |
|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|
| Jul | | Aug | | Sep | | Oct | | Nov | | Dec | |
| Jan | | Feb | | Mar | | Apr | | May | | Jun | |

PAYROLL TO BE MOVED TO (if split 2 ways)

| | | | | | |
|-----------------|------------|------|---------|-------|---------------|
| Position Number | Department | Fund | Program | Class | Grant/Project |
| | | | | | |

Posted payroll amount to be moved (current fiscal year only):

| | | | | | | | | | | | |
|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|
| Jul | | Aug | | Sep | | Oct | | Nov | | Dec | |
| Jan | | Feb | | Mar | | Apr | | May | | Jun | |

PAYROLL TO BE MOVED TO (if split 3 ways)

| | | | | | |
|-----------------|------------|------|---------|-------|---------------|
| Position Number | Department | Fund | Program | Class | Grant/Project |
| | | | | | |

Posted payroll amount to be moved (current fiscal year only):

| | | | | | | | | | | | |
|-----|--|-----|--|-----|--|-----|--|-----|--|-----|--|
| Jul | | Aug | | Sep | | Oct | | Nov | | Dec | |
| Jan | | Feb | | Mar | | Apr | | May | | Jun | |

*****Attach supporting LCD Expenditure Projection Report and other relevant backup documents before routing for signatures*****

SIGNATURES (REVIEWERS AND APPROVERS)

| Print Name | Signature | Date |
|------------------------------|-----------|------|
| Form Completed By: | | |
| PI Approval (for grants): | | |
| Dean/Director/AVP Approval: | | |
| Division Budget Lead Review: | | |
| SPPA Reviewer (for grants): | | |
| SPPA Approver (for grants): | | |
| HR Position Control Analyst: | | |

| | | |
|-----------------|----------------------|---------------------------------------|
| For HR Use Only | Payroll Move Status: | <input type="checkbox"/> Successful |
| | | <input type="checkbox"/> Unsuccessful |

| | |
|-----------|--|
| Comments: | |
|-----------|--|