Payroll Cost Transfer Form For Sponsored Programs Budgets (K)

SEE SAMPLE OF FILLED OUT FORM ON OSP WEBSITE FAQS. ANY QUESTIONS OR CONCERNS PLEASE CONTACT OSP AT 885-6551.
DEADLINE FOR PCTS TO ARRIVE AT OSP IS THE FRIDAY OF THE NON PAYROLL WEEK

COLLEGE/DEPARTMENT	CAMPUS ZIP	CONTACT NAME	PHONE	E-MAIL	DATE
OSP	3020	Kris Freitag	5-8994	kfreitag@uidaho.edu	11/02/11

COMPLETE FOR ALL COST TRANSFERS

1. Why was this expense originally charged to the budget from which it is now being transferred?
Payroll Distribution paid this comp time to IRK999 which the employee is currently working on.

2. Why should this expense be transferred to the proposed receiving budget?
The comp time was earned on AXX999.

	FUND Number (If applicable)	Budget Number (ORG)	Account "E" Code E41??	BDCA Earn Code If known	Amount to Transfer (DO NOT Incl Fringe)	Contract Start Date (Only on grant budgets)	Contract End Date (Only on grant budgets)
Transfer From: (Decrease Expense)		IRK999	E4105	OPS	$ 159.20	11/01/2010	11/10/2012
Transfer To: (Increase Expense)		AXX999	E4105	OPS	$ 159.20		

		Name (one per form)	Vandal ID Number	Payroll Information		
				Dates Worked	PR#(s)	$ amount/PR
NWRPREX (use payroll Year) or A2B report must be attached on every form. Contact OSP at 5-6651 for help if needed.	☒ Board Appointed ☐ Temporary Help	Tomuch Toodo	V00000999	6/26/11-7/09/11	15	75.10
				8/21/11-09/03/11	19	84.10

EMPLOYEE CERTIFICATION STATEMENT
After personal review of this transfer and having firsthand knowledge of the effort expended, I certify that the time indicated is a reasonable estimate of effort expended. ***NOTE this form will not be processed without this certification and signature***

EMPLOYEE SIGNATURE – MUST BE ORIGINAL SIGNATURE, NO DELEGATED SIGNATURES. DATE

Is this cost transfer being requested more than 90 days after month end of the expenditures original posting date?

☐ **Yes** ☐ **No.** ***Answer questions 3 and 4 if more than 90 days.***

3. Why is this cost transfer being requested more than 90 days after month end of the expenditure's original posting date? (Attach any necessary supporting documentation.)
This error was found by OSP during their payroll review process it took a while to get all signatures and back up to OSP

4. What internal controls are you implementing to eliminate the need for future cost transfers of this type? Has this new internal control been implemented? (an internal control is a specific, tangible item such as a report or procedure)
We will checkwhere Comp time was earned when an employee submits comp time pay on his website and proactively call and ask payroll to post this to the correct budget.

I certify that these expenditures are appropriate charges to the above recipient budget(s), meet approved sponsor and University budgetary guidelines, and directly support program/project objectives. I further verify that complete documentation is on file in the departmental records to support this transfer.

NAME OF PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR ("transfer to" budget ORIGINAL signature, NO delegated signatures) PI of AXX999 not IRK999	SIGNATURE	DATE
NAME OF CHAIR OR DIRECTOR or DELEGATED AUTHORITY("transfer to" budget)	SIGNATURE	DATE
NAME OF DEAN/INSTITUTE DIRECTOR or DELEGATED AUTHORITY **IF MORE THAN 90 DAYS**	SIGNATURE	DATE
OSP DIRECTOR	SIGNATURE	DATE
BUDGET OFFICE	SIGNATURE	
BUSINESS AND ACCOUNTING SERVICES	DATE POSTED	

ROUTING: The department transferring the expenditure and the department receiving the transfer are to retain a copy. Originals are to be routed to OSP at campus zip 3020.

nwrprex

Personnel Expenditures

As of: 03-Nov-2011 11:54 AM

Payroll Year: 2011 Payno From: 15 to: 19

Office of Sponsored Programs

Name	Hourly Rate	IRK999 Pct	E4105 Total	E4110 Total	E4112 Total	E4113 Total	E4135 Total	E4175 Total	Total Wages	Fringe Total
Tomuch Toodo	14.25	100	3,420.00	0	0	0	0	0	3,420.00	1,698.39
			3,420.00	0.00	0.00	0.00	0.00	0.00	3,420.00	1,698.39