

Payroll Cost Transfer Form - Sponsored Programs Funds (22)

See sample of filled out form on OSP Website FAQs. Please contact OSP at osp-cost@uidaho.edu with any questions or concerns.

The deadline for PCTs to arrive at OSP is 12:00PM the Friday of each non-payroll week

COLLEGE/DEPARTMENT CAL/Plant Science		CAMPUS ZIP 83844-3020		CONTACT NAME John Doe			PHONE 885-4013		E-MAIL ido@uidaho.edu		DATE 7/15/2018
	Grant Code	Fund Number	Index Number	E-Code E41??	BDCA Earn Code (& Activity Code if known)	Transfer Amt (salary only)	Grant Start Date	Grant End Date	Date received in OSP:		
Transfer From (Decrease Expense)	MF0634	220634	885998	4110	RTH	\$500.00	1/1/2018	12/31/2018			
Transfer To (Increase Expense) *	MF1339	221339	885997	4110	RTH	\$500.00	1/1/2018	12/31/2018			
<i>Supporting documents MUST be attached (eg. Argos report). Please contact osp-cost@uidaho.edu for assistance.</i>			Name (one per form)			Vandal ID Number			Payroll Information (attach spreadsheet if more space is needed)		
			Jane Doe			V00123123					
EMPLOYEE CERTIFICATION STATEMENT: After personal review of this transfer and having firsthand knowledge of the effort expended, I certify that the payroll expense indicated is a reasonable representation of effort expended. *NOTE: this form will not be processed without this certification.								Actual Dates Worked	Pay Period #s	\$ Amount	
EMPLOYEE SIGNATURE – Must be original, no delegated signatures								5/20-6/2/18	12	\$250.00	
								6/3-6/16/18	13	\$250.00	
COMPLETE FOR ALL PAYROLL COST TRANSFERS:											
1. How does Jane Doe's effort relate to the payroll costs being transferred to 885997. Please be specific.											
Insert explanation here											
2. What specific internal control(s) will be improved/implemented to eliminate the need for future cost transfers of this type? (A specific, tangible item such as a report or procedure)											
Insert process improvement here											
COMPLETE FOR ALL PAYROLL COST TRANSFERS MORE THAN 90 DAYS FROM ORIGINAL TRANSACTION DATE:											
3. Why is this correction submitted more than 90 days from the original transaction date? Payroll cost transfers to a sponsored project more than 90 days after the original posting date or affects a previous fiscal year are not allowed except in extenuating circumstances. Please provide additional explanation and supporting documentation to show how this is an extenuating circumstance.											
Explain why over 90 days here											
PI/Department Certification: I certify that these expenditures are appropriate charges to the above recipient index(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 department to support this transfer.											
NAME OF PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR (“transfer to” index, ORIGINAL signature, NO delegated signatures)				PRINT				SIGNATURE		DATE	
NAME OF CHAIR OR DIRECTOR or DELEGATED AUTHORITY (“transfer to” index)				PRINT				SIGNATURE		DATE	
NAME OF DEAN/DIRECTOR or DELEGATED AUTHORITY (If more than 90 days or required by Department/College)				PRINT				SIGNATURE		DATE	
OSP DIRECTOR				PRINT				SIGNATURE		DATE	
BUDGET OFFICE				PRINT				SIGNATURE		DATE	
BUSINESS AND ACCOUNTING SERVICES				DATE POSTED							

University Of Idaho
Payroll Detail by Employee
7/18/2018 2:33:53 PM

Payrolls 12 to 13

Dates to

V00123123 Doe, Jane

Category: A Earnings

Pay Year	Pay Num	Seq	Trans Date	Document	Position	Suffix	Earn/BDCA	Earn/BDCA Description	Acct	Fund	Orgn	Prog	Actv	Hrs	Amount
2018	12	0	6/15/2018	F0145327	AX9950	05	RTH	Regular Hours	E4110	220634	885	03PSO		50.00	725.00
	13		6/29/2018	F0145513			RTH	Regular Hours	E4110	220634	885	03PSO		25.00	362.50
Earnings Total:														1,087.50	

Category: H Benefit Expense

Pay Year	Pay Num	Seq	Trans Date	Document	Position	Suffix	Earn/BDCA	Earn/BDCA Description	Acct	Fund	Orgn	Prog	Actv	Hrs	Amount
2018	12	0	6/15/2018	F0145329	AX9950	05	*FC		E4283	220634	885	03PSO		0.00	55.83
	13		6/29/2018	F0145516			*FC		E4283	220634	885	03PSO		0.00	27.91
Benefit Expense Total:														83.74	

Employee Total: 1,171.24