

**TRANSFER OF PAYROLL COSTS BETWEEN ACCOUNTS RECAP**

FOR PAYROLL SERVICES USE ONLY

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Prepared by |  | Pay Date Processed |  |  |  |  | |  |
|  | | | |  |  |  | |  |
| Reviewed by |  | Reviewed Date |  | | | | Page of | |

EMPLOYEE INFORMATION PAY PERIODS

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cycle (Monthly/BW) | Date Paid |  |  | Cycle (Monthly/BW) | Date Paid |  |
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ACCOUNT INFORMATION

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Part | | Acct # |  | Project/ Program |  | |  |  |  | Gross to be Moved  (Per Pay Period) |
| From |  | |  |  |  |  | |  |  |  |  |
| To |  | |  |  |  |  | |  |  |  |  |
| From |  | |  |  |  |  | |  |  |  |  |
| To |  | |  |  |  |  | |  |  |  |  |
| From |  | |  |  |  |  | |  |  |  |  |
| To |  | |  |  |  |  | |  |  |  |  |
| From |  | |  |  |  |  | |  |  |  |  |
| To |  | |  |  |  |  | |  |  |  |  |
| From |  | |  |  |  |  | |  |  |  |  |
| To |  | |  |  |  |  | |  |  |  |  |
|  | | | | | | | **Total Gross to Be Moved** | | | | 0 |
| Comments: | |  | | | | | | | | | |

**APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Account Manager/Department Manager