## **PAYROLL EXPENSE TRANSFERS**

Employee Name			Employee ID		Rec	Record Number		Position Number		r	Dept. ID		Begin Date (PPE)		End Date (PPE)	
Check Those That Apply:				1-to-Man	y				Financial	s Rec	onciliation					
Transfer	Earn Code	Accour Dat			Fin DeptID		AppropID		SW Cost	Sub Acct	Agency Cost 1	Agency Cost 2	·   De	Description		Account
From																
	PC Bus Unit		Project			Activity			/		Source Type	Catego	y Sub Cat		Hours or A	mount

Transfer	Earn Code	Accounting Date	Fund	Fin D	DeptID AppropID		SW Cost	Sub Acct	Agency Cost 1	Agency Cost 2	Description		Account
То													
. <u> </u>	PC Bus Unit	Project			Activity				Source Type	Category	Sub Cat Hours or A		mount
Transfer	Earn Code	Accounting Date	Fund	Fin D	eptID	AppropID	SW Cost	Sub Acct	Agency Cost 1	Agency Cost 2	Description		Account
То													
. <u> </u>	PC Bus Unit	Project			Activity				Source Type	Category	Sub Cat Hours or Amo		mount
Transfer	Earn Code	Accounting Date	Fund	Fin D	eptID	eptID AppropID		Sub Acct	Agency Cost 1	Agency Cost 2	Description		Account
То													
	PC Bus Unit	Project			Activity				Source Type	Category	Sub Cat Hours or Amo		mount

## □ OVERRIDE "FROM" CHARTSTRING

Transfer	Earn Code	Accounting Date	Fund	Fin De	ptID	AppropID	SW Cost	Sub Acct	Agency Cost 1	Agency Cost 2	Description		Account
From													
	PC Bus Unit	Project			Activity				Source Type	Category	Sub Cat	Hours or Amount	
Prepared By	Date		Ар	proved by		D	ate						

Comments: