**PAYROLL EXPENSE TRANSFERS**

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| **Employee Name** | **Employee ID** | **Record Number** | **Position Number** | **Dept. ID** | **Begin Date (PPE)** | **End Date (PPE)** |
|  |  |  |  |  |  |  |

**Check Those That Apply**: [ ]  **1-to-Many** [ ]  **Financials Reconciliation**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Transfer****From** | EarnCode | Accounting Date | Fund | Fin DeptID | AppropID | SWCost | SubAcct | AgencyCost 1 | AgencyCost 2 | Description | Account |
|  |  |  |  |  |  |  |  |  |  |  |
|  | PC Bus Unit | Project | Activity | SourceType | Category | Sub Cat | Hours or Amount |
|  |  |  |  |  |  |  |
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| **Transfer****To** | Earn Code | Accounting Date | Fund | Fin DeptID | AppropID | SW Cost | Sub Acct | Agency Cost 1 | Agency Cost 2 | Description | Account |
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|  | PC Bus Unit | Project | Activity | SourceType | Category | Sub Cat | Hours or Amount |
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| **Transfer****To** | Earn Code | Accounting Date | Fund | Fin DeptID | AppropID | SW Cost | Sub Acct | Agency Cost 1 | Agency Cost 2 | Description | Account |
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|  | PC Bus Unit | Project | Activity | SourceType | Category | Sub Cat | Hours or Amount |
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| **Transfer****To** | Earn Code | Accounting Date | Fund | Fin DeptID | AppropID | SW Cost | Sub Acct | Agency Cost 1 | Agency Cost 2 | Description | Account |
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|  | PC Bus Unit | Project | Activity | SourceType | Category | Sub Cat | Hours or Amount |
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🞏 **OVERRIDE "FROM" CHARTSTRING**

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| **Transfer****From** | Earn Code | Accounting Date | Fund | Fin DeptID | AppropID | SW Cost | Sub Acct | Agency Cost 1 | Agency Cost 2 | Description | Account |
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|  | PC Bus Unit | Project | Activity | SourceType | Category | Sub Cat | Hours or Amount |
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| Prepared By |  | Date | Approved by | Date |

Comments: