**PAYROLL EXPENSE TRANSFERS**

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| **Employee Name** | **Employee ID** | **Record Number** | **Position Number** | **Dept. ID** | **Begin Date (PPE)** | **End Date (PPE)** |
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**Check Those That Apply**:  **1-to-Many**  **Financials Reconciliation**

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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 | | | | Source  Type | | 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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| **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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| **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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🞏 **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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| Prepared By |  | Date | Approved by | Date |

Comments: