

UCSF PAYROLL/PERSONNEL
PAYROLL EXPENDITURE
TRANSFER SIMPLIFIED
 UPAY 773-2 (R2/01) 71455-288

Page of	Campus San Francisco	Department Name	Dept Box #	Journal ID
Date Prepared	Prepared by	Signature	Telephone Ext.	

EMPLOYEE ID (PPP5302) 1-9	TRAN CODE 10-11	PPP5302			TRANSFER FROM (CREDIT)				ORIGINAL GROSS EARNINGS 23-29	S 30	ORIGINAL BENEFITS 31-37	S 38
		ET MO 12-15	ET PG 16-20	ET LN 21-22	L	DPA	FUND	PROG CODE				
	TS				2							

TRANSFER TO (DEBIT)				TRANS GROSS EARNINGS		S 76	R C 77
L	DPA	FUND	PROG CODE	SUB			
39	40-45	50-54	55-60	61	69-75		
2							

EMPLOYEE NAME	PAY PERIOD END (MM/DD/YY)	HOURS % TO TRANSFER	OVERRIDE EMP ID (EMP) 78-86

EMPLOYEE ID (PPP5302) 1-9	TRAN CODE 10-11	PPP5302			TRANSFER FROM (CREDIT)				ORIGINAL GROSS EARNINGS 23-29	S 30	ORIGINAL BENEFITS 31-37	S 38
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Departmental Certification and Approval

(For adjustments involving federal contracts and grants, certification and approval signatures must include that of the principal investigator, department chairperson, or other academic official.)

*REASON CODES (Enter the appropriate Reason Code in the column provided above and explain fully on the lines provided after each Reason Code below; use separate sheet if needed and attach it to the back of this form. For Reason Codes A and B give reasons why receipt of information was late; for Reason D, give pertinent details.)
 The services were not originally charged to this account/fund for the following reason(s):

A = One-time expenditure adjustment; employee is not expected to perform services again under this DPA/fund (PAF, IDOC, or PAN not required). Explain below.

B. = Employee is expected to perform services again under the DPA/fund. (Attach copy of PAF, IDOC or PAN) Explain below.

C = Other

I certify that the above listed adjustments are proper and correct charges and/or credits to the DPA/funds indicated and in accordance with University policy and agreements set forth in the fund sources involved. (Departmental payroll and time records have been corrected to support and justify the above adjustments including those necessary to support Federal contracts and grants reporting requirements.)

DEPARTMENTAL	FEDERAL CONTRACT & GRANT	*REASON CODE A
Departmental payroll and time records have been correct to support and justify the above adjustments including those necessary to support Federal Contract and Grants reporting requirement.	Approval signature must be principal investigator, departmental chairperson or other academic official.	Individuals authorized to approve payroll actions must also sign this form.
AUTHORIZED SIGNATURE DATE	AUTHORIZED SIGNATURE DATE	AUTHORIZED SIGNATURE DATE
Authorized Signature Acct/Fund Debit	Authorized Signature Acct/Fund Debit	Authorized Signature Acct/Fund Debit
Authorized Signature Acct/Fund Credit	Authorized Signature Acct/Fund Credit	Authorized Signature Acct/Fund Credit
RETN: ACCOUNTING 5 YEARS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS OTHER COPIES: 0-5 YEARS	FOR ACCOUNTING OFFICE REVIEW AND APPROVAL	SIGNATURE TITLE DATE

ATTACHMENT E

EXPLANATIONS AND CERTIFICATIONS FOR PAYROLL EXPENSE TRANSFERS

Required for all Payroll Expenditure Transfers affecting FEDERAL and FEDERAL FLOW-THRU funds

1. Explain why the correct funding source was not charged originally. How/why are charges in the DPE in error?

An explanation merely stating that the transfer was made "to correct error" or "to transfer to correct project" is not sufficient. Transfers of costs from one project to another or from one competitive segment to the next solely to cover cost overruns are not allowable.

(Reference: http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPs_Part5.htm#_Toc54600120)

2. How does this expense benefit the project? Detail the employee's role and the nature of the effort he/she provides on this project, OR submit the budget proposal showing the employee's name, including justification of his/her effort on the project.

3. In the case of a transfer which will post to the ledger more than 120 days after the original charge, explain why the transfer is late.

For any transfer involving federal funds, the transfer must be recorded in the general ledger within 120 days of the original charge appearing in the ledger. If, due to unavoidable circumstances, an adjustment has to be made beyond the 120-day period, the preparer must provide a full explanation including a well-documented statement of events leading to the late adjustment.

(Reference: <http://policies.ucsf.edu/300/30022.htm>)

EMF-Approved Cost Transfer Reviewer

Date

Printed Name: _____

PRINCIPAL INVESTIGATOR CERTIFICATION

(for transfers resulting in a new charge to a FEDERAL or FEDERAL FLOW-THRU fund or competing project in the same fund)

"I have reviewed this transfer and certify that the charge being transferred to this federal or federal flow-thru fund is appropriate."

Principal Investigator or Higher Academic Official

Date

Printed Name: _____

RETENTION: Accounting: 5 years subject to Contract and Grant Requirements
Other Copies: 0-5 years

INSTRUCTIONS FOR FORM UPAY 773-2 (SIMPLIFIED)

Purpose

This form is used to transfer expense contained within the distribution of payroll expense historical file. (The Payroll database has a four year storage capability, beginning June 2000 and will begin purging in June 2004.)

Preparation

Complete all information at the top of the form identifying the preparer of the expense transfer. Copy the historical identifiers and critical expense data directly from the Distribution of Payroll Expense report PPP5302. The ET MO and ET PG are located at the top right corner of the report and the ET LN is the first two digits of the expense line. (From the Weblinks DPE, the information is located on the expense line.)

Enter the location, account, fund, program code and sub-budget number to be charged and the gross earnings transfer amount.

To affect the expense transfer the payroll system will retrieve the associated expense details from the historical file.

For all gross earnings and all benefits, copy the minus Sign if displayed. The system will automatically take into account the sign and perform the correct accounting procedure (e.g., a negative debit is a credit; a negative credit is a debit).

Note: If there is an Employee ID number change after the original charge has been established in the historical file.

Employee ID should be indicated in the Override Employee ID field.

In the reason code area, the reason for the expense transfer should be sufficiently explained to satisfy an auditor.

Forms must be signed and dated by the authorized approver(s). In addition, any payroll expense transfer affecting government funds (20500-33999) must be accompanied by a completed 'Attachment E' (printed on the back of the form).

See the following pages for a field description of the Payroll Expenditure Transfer Simplified form 773-2. UPAY.

Column Headings

Field Description - UPAY 773-2

EMPLOYEE ID (PPP5302)	Unique 9-digit employee identifier as displayed on the Distribution of Payroll Expense report.
Tran Code	The 'TS' transaction code indicates that the payroll system is to access the distribution of payroll expense historical file.
ET MO	Expense transfer month - a combination of fiscal year and fiscal month e.g., July of fiscal year 1992/93 is represented as 9301).
ET PG	Expense transfer page number.
ET LN	Expense transfer detail line number.
Transfer From (Credit) Loc/Account/Fund/ Program Code/Sub	Expense the location, account, fund, program code and sub-budget number to which the salary expense was originally changed
Original Gross Earnings*	The gross earnings recorded on the Distribution of Payroll Expense report for the original expense.
Original Benefits*	The total benefits recorded on the Distribution of Payroll Expense report.
Transfer To (Debit) Loc/Account/Fund/ Program Code/Sub	The new location, account, fund, program code and sub-budget number to be charged for the expense.
Transfer Gross Earnings*	The portion of the original gross earnings to be transferred.
RC	The transfer Reason Code as specified at the bottom left of the form.
*S	Abbreviation for Sign associated with field amount (I.e., blank = positive minus '-' = negative)
Employee Name	The employee's last name followed by first name as displayed on the Distribution of Payroll Expense report.
PayPeriod End (MMDDYY)	The pay period end date of the original expense displayed on the Distribution of Payroll Expense report as six-digits representing month, day and year (e.g., July 1992 is represented as 073192).
Hours/ % To Transfer	The portion of the original hours or percent of time to be transferred.
Override Employee ID (EDB)	The Employee ID number established on the Employee Data Base (EDB) at the time of the expense transfer if different from the Employee ID recorded at the time of the original expense.