

FAQs for Cost Transfers

Q) What should I do to make payroll adjustments between fund years within the same DPA/FUND?

A) You may complete a 547 PeopleSoft Journal to correct payroll expenses between fund years within the same DPA/FUND. Follow the exact salary NCA per GL Payroll or GL Transaction Detail report. Use lump sum benefit NCA 411300 and 412300 for Academic and Non-Academic Employees respectively. Attach a copy of the relevant ledgers with specified transactions to the PeopleSoft journal as supporting document.

When the adjustments are for the purpose of accruing vacation expense with the same conditions stated above, additional supporting documents are required.

1. Employee's vacation accrued record reflecting the number of accrued vacation hours through a specific accrued period from a specific DPA/FUND.
2. A copy of PAN or PAF reflecting old and the new funding sources.
3. When charging to a federal funding source, a completed ATT.E is required and it should include the statement "The accrued vacation leave transfer doesn't exceed the actual effort provided to the project being charged."
4. Use NCA 403240 "Transfer of Vacation Accrual" for the accrued vacation salary.

Note: For payroll adjustments moving ONLY benefit charges with no association of salary expense (in which a DPE transaction salary shows a zero amount but carries a balance of benefit expense), follow the same procedure for the 547 journal. OLPPS requires \$ dollar of salary from a DPE transaction in order to process in the system. Any further questions regarding OLPPS production, please contact Esther Carmona, Payroll Processing Supervisor, at 476-8427.

Q) Should you do a lump sum transfer?

Generally speaking, cost transfers should be transferred by line item so that expense may clearly be identified and tracked. In certain cases, such as adjustments with multiple transactions (expenses posted on the ledger) with the same purpose of the transfer and the same nature of the expenses, lump sum transfer may be utilized as long as adequate justification is provided. When transferring by lump sum, individual NCA should belong to the same NCA group. Lump sum transfers are not allowed when grouping multiple NCA to one NCA. Doing so will result in a reclassification of the expenses.

With PeopleSoft 545 source code, the system will only populate one new line for users to complete the journal. However, you may add as many lines as necessary. Last but not the least, cost transfers are a high audit risk area so cost transfers should be minimized as much as possible. Regular, consistent and timely review of expenses and ledger reconciliation (and documentation) should help minimize audit risk.