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| **PAYROLL EXPENDITURE TRANSFER REQUEST FORM INSTRUCTIONS** |
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| Send the completed form and backup documentation (Brio Report) to the Budget Office by the 20th of the month. |
| **Fiscal Year** |  | 2009/10 |
| **Accounting Period** |  | Accounting period represents the month the expense was posted to the Financials. |
| **Permanent Funding Change** | Permanent funding charges require an Employment Request be submitted. Payroll  |
|  |  |  | Expenditure Transfer form may be used to request a one-time payroll expense reclass |
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|  |  |  |  **Request Criteria** |
| **Name** |  |  | Employee name as reported on Payroll detail reports; first name, last |
| **EmpliD** |  |  | Employee ID as assigned in CMS HR system |
| **Empl Record** |  | Employee record is determined by appointment record in HR Job data. Example: Emplid 0 = primary or first appointment, Emplid 1 = 2nd appointment. Empl record can be found in query results. Some employees may have multiple records. |
| **Paycheck Number** |  | Paycheck number is found on Payroll detail reports |
| **Position Number** |  | Paycheck number is found on Payroll detail reports |
| **CSU Charge Period** |  | CSU Charge period is the pay period the employee is being compensated for working in. |
| **CSU Charge DeptiD** |  | CSU Charge Deptid is the physical department employee reports to, not necessarily  |
|  |  |  | the Chartfield department. |
| **Total Amount Charged** | Enter amount of expense from Payroll detail report. |
| **Transfer Amount** |  | Enter amount of expense to be transferred. |
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|  |  |  |  **Transfer Request** |
| **Transfer From Combo Code or Chartstring:** |
| **Dept (Required)** |  | Enter the Department in Expense Chartfield into this column (not CSU Charge Deptid) |
| **Fund (Required)** |  | Enter the Fund Chartfield number into this column |
| **Account** |  |  | Enter the Account Chartfield number into this column |
| **Program**  |  |  | If applicable |
| **Project** |  |  | If applicable |
|  |  |  |  |
| **%** |  |  | To be used if the Employee's position is split. |
| **Transfer To Combo Code or Chartstring:** |
| **Dept (Required)** |  | Enter the Department in Expense Chartfield into this column (not CSU Charge Deptid) |
| **Fund (Required)** |  | Enter the Fund Chartfield number into this column |
| **Account** |  |  | Enter the Account Chartfield number into this column |
| **Program** |  |  | If applicable |
| **Class** |  |  | If applicable |
|  |  |  |  |
| **Reason for Transfer** | Short description of the reason for the transfer |