Salary distribution revisions:
Salary distribution revision forms and cost transfer memos, if applicable, are created at:
PeopleSoft>Human Resources>Manager Self Service>UVM Online Forms>UVM Distribution Changes>Salary Distribution Change Req
Printed forms are routed for signatures.

Wage transfers:
Wage transfer requests should include the following:
- Combo code(s) and chartstring(s) of expense revision
- Cost transfer memo for sponsored project revision or explanation of transfer for non-sponsored
- Contact person’s name and contact info
- Payroll detail for employee & combo code charged:
PeopleSoft>Human Resources>Reporting Tools>Query>Query Viewer>UV_PAY_ERN_DIST AND EITHER
  - Sponsored project revision - hours worked detail for employee & combo code charged:
PeopleSoft>Human Resources>Reporting Tools>Query>Query Viewer>UV_TL_PAYABLE_TIME_DETAIL OR
  - Non-sponsored project revision - labor distribution report for employee & combo code charged:
PeopleSoft>Human Resources>UVM Reports>Commitment Accounting>Labor Distribution

APF revision:
APF distribution revisions should include the following:
- As request form, use copy of originally submitted and paid APF
- Clearly mark the form *Revision only*
- Combo code(s) and chartstring(s) of expense revision
- Cost transfer memo for sponsored project revision, explanation of transfer for non-sponsored
- Contact person’s name and contact info

Authorization:
Non-sponsored project revisions should be signed by an authorized person in the originating department.
Proactive sponsored project revisions should be signed by an authorized person in the originating department.
Retroactive sponsored project revisions should be signed by an authorized person in the originating department and the employee.
Revisions involving expenses being charged to a department other than the home department should include authorizations from all departments affected.
All timely retroactive sponsored project transfer requests, submitted no later than 90 calendar days from the accounting date of the original posting of the cost, must include a Cost Transfer Request Justification Form:
UVM A-Z>C>Cost Accounting Services >Cost Transfers>Form> Cost Transfer Request Justification Form
Untimely retroactive sponsored project transfer requests, submitted >90 calendar days from the accounting date of the original posting of the cost, will only be considered with approved extenuating circumstances. For more information, please refer to:
UVM A-Z>C>Cost Accounting Services >Cost Transfer UOP(effective 1/1/2013)

Submission:
Salary distributions with PAs should continue to be submitted to Human Resources Services. Please do not send an additional copy to Payroll Services. In certain cases (e.g. department changes, new hires) the salary distribution will need to be recorded manually on either a blank distribution form or on the employee’s PS distribution form:
PeopleSoft>Human Resources>UVM Reports>Commitment Accounting>Blank Distribution Form OR
PeopleSoft>Human Resources>UVM Reports>Commitment Accounting>Distribution Form
Salary distributions without PAs and wage transfers should be submitted as follows:
Hard copies are mailed to – Payroll Services, 237 Waterman OR
Scanned copies (please use “scan in color” feature) are emailed to – Retro@uvm.edu