



# Payroll Cost Transfer Request Justification Form

Expenditure(s) being transferred:

Original Accounting Date:

Submission Date:

Request Timeliness:

Is request > 90 days after accounting date of transaction? Yes \_\_\_ No \_\_\_

**Justification Section:** All cost transfer requests must answer questions 1 and 2; all cost transfer requests **more than 90 days from the accounting date of the original transaction must answer all 4 questions**. Please provide a full explanation for the necessity of processing this cost transfer request by answering the questions below. If warranted, attach additional narrative.

1. Why were the expenses included in this cost transfer request originally charged to the current chart string(s)?
  
2. Why should these expenses be transferred to the proposed chart string(s)?
  
3. Why is this cost transfer being requested more than 90 days after the accounting date of the original transaction and what extenuating circumstances justify this expense transfer?
  
4. What organizational corrective action has been instituted to prevent this type of cost transfer from occurring in the future?

**Department/Academic Unit:**

Prepared by: Name: \_\_\_\_\_ (Phone #): \_\_\_\_\_

Department Approver: Name: \_\_\_\_\_ (Phone #): \_\_\_\_\_

Department Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Untimely Requests approvals:

Principal Investigator: Name: \_\_\_\_\_ (Phone #): \_\_\_\_\_

Principal Investigator's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Dept Chair/Dean's Office Signature (if required): \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** By signing above, you are certifying that the cost to be transferred is an appropriate expenditure for the sponsored agreement charged and that the expenditure complies with the terms and restrictions governing that sponsored agreement.

**Central Unit:**

Sponsored Project Administration Signature (if required): \_\_\_\_\_ Date: \_\_\_\_\_

Cost Accounting Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Controller Signature (if required): \_\_\_\_\_ Date: \_\_\_\_\_



# Payroll Cost Transfer Request Form Instructions

**Purpose:** This form should only be used only payroll cost transfers which occur outside the PeopleSoft salary change distribution on-line process. Examples are bi-weekly cost transfers and Addition Pay Retro revisions.

**Completing the Form** - Upon confirmation from the Principal Investigator (PI) that an expenditure transfer request is appropriate, the department must complete all requested fields on the cost transfer justification form. Definitions of the cost transfer form requested fields are:

<b>Original Accounting</b>	The general ledger accounting date of the original transaction. If a group of transactions are being transferred, use the accounting date of the oldest transaction.
<b>Date:Submission Date:</b>	The last signature date of the initiating department on the cost transfer request form.
<b>Request Timeliness:</b>	If the submission date is greater than 90 days after the accounting date of the original transaction, place a check mark. The department's submission date is the official date of the request.
<b>Question 1:</b>	The response should provide sufficient detail so that an independent reviewer can ascertain why the corrective action will satisfactorily address the reason for the error. A statement that merely states "to correct error" or "to transfer to correct account" is not sufficient.
<b>Question 2:</b>	The response should provide sufficient detail to address the four guiding cost principles of allowability, allocability, reasonableness and consistency (Is this typically a direct expense on a sponsored agreement?).
<b>Question 3:</b>	The response should provide sufficient detail on what extenuating circumstances warrant approval of the cost transfer request. <u>Answer only if the request is untimely</u> as defined in the cost transfer operating procedure.
<b>Question 4:</b>	The response should provide sufficient detail on what <u>systemic corrective action will be instituted</u> within the department/academic unit's business practices to prevent this type of error from occurring in the future. <u>Answer only if the request is untimely</u> as defined in the cost transfer operating procedure.

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**Signature Requirements** – The individual who prepares the cost transfer shall not be the same person who approves it. If the cost transfer request is >90 days after the accounting date of the original transaction, the PI of the sponsored agreement(s) receiving the charge must approve the cost transfer request.

If the respective Department Chair or Dean's office of the department also wishes to approve the cost transfer, the cost transfer prepare is responsible to route the form and supporting documentation accordingly before submission.

**Original signatures or encrypted digital signatures required.**

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**Documentation Requirements** – Ensure that all appropriate supporting documentation is submitted with the cost transfer justification form. Acceptable documents are:

Additional Pay Revisions (A revised copy of the original additional pay form, Effort Report) Wages (UV\_TL\_Payable\_Detail query).

**Note:** This form is not intended for salary distribution changes which can be submitted using the PeopleSoft Electronic Salary Distribution Change process.

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**Central Unit Review/Approval Process** of Payroll Cost Transfers – Submit the completed payroll cost transfer requests to Payroll Services via email [Retro@uvm.edu](mailto:Retro@uvm.edu) or by hardcopy to 237 Waterman. The responsible central unit for review of the cost transfer request is as follows:

<b>Payroll and Tax Services:</b>	Payroll Services 237 Waterman Building (802) 656-6600
<b>Cost Accounting Services:</b>	Cost Accounting Services 237 Waterman Building (802) 656-1336

**Note:** The Assistant Controller must approved all untimely cost transfers and Sponsored Projects Administration (SPA) approves cost transfers within 30 days of the end date of the sponsored agreement for budget purposes.

All cost transfer requests that are deemed incomplete by the reviewing central unit shall be returned immediately to the department.