

# How to Process a Wage Transfer

## Sponsored Project Involved

- Run the query *uv\_tl\_payable\_time\_detail* to Excel to identify what hours you want to move (delete the rows if there are hours showing that you are not moving).

**Never run a query?** Learn how by using [this user guide, page 6 \(PDF\)](#).

- Minimize the width of the columns so it will fit within an 8.5 x 11 page set to landscape.
- Sum up the hours to move. If moving only partial hours, add a column to indicate how many of the hours you want moved.
  - Note:** If the coding in the Payable Status column is CL that means the hours are closed and paid out. These would be part of a wage transfer. If the hours say AP (Approved) or NA (Needs Approval) they have not been paid and it is the responsibility of the department to fix the timesheet and approve the hours before payroll runs.
- Take the payrate (watch out for any changes that occurred & Overtime) and multiply the hours. This is the dollar amount you are moving. Some people are concerned about the dollar amount they are moving and others are concerned with the actual hours.
- Add re-certification language to the Excel sheet, e.g., “I certify that the **X** hours from **X** date to **X** date were worked under project **X** [if it’s not going onto a project then just continue to where the money should be moved] and should be moved to combo code **X** (chartstring **XXXXXXXXXXXX**)”.
- Have the employee sign and date under this statement. Print the name below their signature. If the employee has left the department (terminated) then their supervisor or respective Principal Investigator should be able to re-certify instead (they should have first-hand knowledge of the reasonableness of the revised time).
- Fill out a [Cost Transfer form \(Word\)](#)
- To know whether or not the request is within 90 days or greater than 90 days (this tells you how many questions you need to complete) you will run the query *uv\_pay\_ern\_dist*. Here you can identify the pay period end date of the money you are trying to move, going back to the oldest pay period end date.
- Have the Cost Transfer form signed by two people who are familiar with the effort. If the request is greater than 90 days then one of those people needs to be the Principal Investigator on their designated lines.
- PDF the re-certification spreadsheet and Cost Transfer form, and attach the *uv\_pay\_ern\_dist* output to [retro@uvm.edu](mailto:retro@uvm.edu).

Example of a wage transfer done in uv\_tl\_payable\_time\_detail

Payable Time Detail																					
Name	ID	Em	Rpt Dt	TRC	Quantity	Pay	User	Approved at	Combo Co	Accou	Open	Dept	Fund	Source	Fund	Project	Progr	Purp	Prop	Projects	Project End Date
Jane Doe	0555555	3	6/16/2015	053	6.500000	CL	lbeetho	6/22/2015 9:10	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/17/2015	053	7.500000	CL	lbeetho	6/22/2015 9:10	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/18/2015	053	7.500000	CL	lbeetho	6/22/2015 9:10	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/19/2015	053	6.000000	CL	lbeetho	6/22/2015 9:10	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/22/2015	053	7.500000	AP	lbeetho	6/29/2015 9:30	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/23/2015	053	7.500000	AP	lbeetho	6/29/2015 9:30	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/24/2015	053	6.500000	AP	lbeetho	6/29/2015 9:30	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/25/2015	053	7.500000	AP	lbeetho	6/29/2015 9:30	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/26/2015	053	7.000000	AP	lbeetho	6/29/2015 9:30	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/29/2015	053	7.500000	NA		1/1/1900 0:00	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
Jane Doe	0555555	3	6/30/2015	053	7.500000	NA		1/1/1900 0:00	009999999	55210	01	99999	300	100001	521	099999	0000	0000	0000	GCA01	8/31/2016
					27.500000																
					* \$12																
					\$330.00																

These hrs would not be part of a wage transfer. The dept needs to fix before payroll runs. Delete the rows from the request.

I certify that the 27.5 hours worked from 6/16/15-6/19/15 were worked on project 084998 and should be moved to combo code 008765432 (55210-01-99999-300-100001-521-084998-0000-0000-0000)

Jane Doe 7/1/15

Jane Doe

No Sponsored Project Involved

- Run the query uv\_tl\_payable\_time\_detail to Excel to identify what hours you want to move (delete the rows if there are hours showing that you are not moving).

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- Minimize the width of the columns so it will fit within an 8.5 x 11 page set to landscape.

**Note:** Each individual should be on their own form because this needs to go into their personnel file.

- Sum up the hours to move. If moving only partial hours, add a column to indicate how many of the hours you want moved.

**Note:** If the coding in the Payable Status column is CL that means the hours are closed and paid out. These would be part of a wage transfer. If the hours say AP (Approved) or NA (Needs Approval) they have not been paid and it is the responsibility of the department to fix the timesheet and approve the hours before payroll runs.

- Take the payrate (watch out for any changes that occurred & Overtime) and multiply the hours. This is the dollar amount you are moving. Some people are concerned about the dollar amount they are moving and others are concerned with the actual hours.
- Provide the combo code and chartstring to where you want the monies moved.
- Add justification about why you are requesting the transfer. Sign, date, and provide your contact information.