

How to Process a Wage Transfer

1. If the employee is currently using the wrong combo code and you want them to stop you should first submit a [Change Form for Student, Work Study and Temporary Employees](#) request. Once they start submitting with the new code then you can submit a wage transfer request. For those wanting to move old hours you can go right to a wage transfer request.
2. Run the query *uv_tl_payable_time_detail* to excel to identify what hours you want to move (if there are hours showing that you aren't moving then delete those rows).

Never run a query? Learn how by using this [user guide](#) page 8.

3. Sum up the hours you are going to move, if you are only going to move partial hours then you will want to add a column to indicate how many of the hours you want moved.
Note: In the column that says Payable Status if the coding says 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.
4. Take the payrate (watch out for any pay changes that occurred in Job Data & Overtime = TRC 030) and multiply the hours. This should give you 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. You only need to do this step if you fall into the pay concern category.
5. On the spreadsheet provide the combo code **AND** chartstring to where you want the monies moved (see example image below).

Step 6 is for moving effort on a GCA01 project, whether that be direct or cost share, and the Cost Transfer form involved. If no GCA01 project is on your request, then skip to Step 7.

6. Fill out a [Payroll Cost Transfer Request Justification form](#) in accordance with the [University Cost Transfer Operating Procedure](#). *NOTE: For electronic signature capability download and open the document with Adobe.*
 - To know whether or not the request is timely (within 90 days) or untimely (over 90 days) you can run the query *uv_pay_ern_dist*. Here you can identify the pay period end date of the money you are trying to move. The oldest date is the original accounting date, which you use to compare against the last department signature when determining timeliness. **Need a Calculator?** Use [this](#).
 - The hourly wage effort certifier name and signature must be completed in the appropriate section of the Payroll Cost Transfer form.
 - Have the Cost Transfer signed by two people who are familiar with the effort. The hourly wage effort certifier can count as the second signer. If the request is greater than 90 days then one of the signers needs to be the Principal Investigator (PI) on their designated line. If the PI is also the hourly wage certifier they must formally sign in both sections.

- Email the spreadsheet and Cost Transfer form (if required) to retro@uvm.edu. If not attaching a Cost Transfer form then please add a reason for the request in the body of the email.

Example of a wage transfer done using uv_tl_payable_time_detail

Payable Time Detail																					
Name	ID	Empl	Rpt Dt	TRC	Quantity	Pay	User	Approved at	Combo Co	Accour	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.

Please move the hours to combo code 009999998 (55210-01-99999-300-100001-521-099998-0000-0000-0000)