

2017

Labor Accounting Salary Cost Transfer Request



FINANCE & TREASURY

FINANCE.PRINCETON.EDU/FORMS/

TODAY'S DATE

- Please use this form when requesting salary cost transfers for an individual for special payments, accrued vacation, and severance pay.
- Changes to casual wages should be completed in Time Collection.
- All Transfer Details fields should be completed. For multiple transfers, a spreadsheet may be attached with the fields in the Transfer Details section completed.
- The Warehouse LA Report with the associated charges is required. The Transfer Request will not be processed without supporting Warehouse LA Report documentation.

Requestor Information

FIRST NAME	MIDDLE INITIAL	LAST NAME	EMAIL
WORK PHONE	HOME DEPARTMENT NAME		HOME DEPARTMENT NUMBER

Transfer Information

Full name and information for the person whose charges need to be transferred.			
FIRST NAME	LAST NAME	PUID/EMPLID	STAFF CLASS
HOME DEPARTMENT NAME			HOME DEPARTMENT NUMBER
COMMENTS			

Signature

REQUESTOR/HOME DEPARTMENT NAME	SIGNATURE	DATE
CHARGED DEPARTMENT (IF OUTSIDE HOME DEPARTMENT)	SIGNATURE	DATE
FINANCE & TREASURY SIGNATURE AND CONSENT (TO BE COMPLETED BY FINANCE & TREASURY)		
PRINT NAME	SIGNATURE	DATE
DEPARTMENT NAME		

Note: The "Transfer Details" section on page 2 must be completed before submitting ▶

Transfer Details - Salary with no benefits. Be sure to attach associated LA Report.

Please complete all applicable fields in the table below. To document your transfer request, please provide the Information Warehouse FIN036 LA report for changes. Please highlight the changes requested.

	ACCT. PD.	EARN CODE DESC.	EARN PERIOD START DATE	EARN PERIOD END DATE	CHARGED DEPT.	FUND	ACCOUNT	PROGRAM	PCBU	PROJECT	ACTIVITY	AMOUNT - NO BENEFITS
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Fund: If the transfer is to a Fund G0001 and it is 90 days after the end of the month in which the charge(s) originally occurred, a Cost Transfer Justification form must be submitted along with this form and approved by Sponsored Research Accounting before this adjustment can be processed.

LATE COST TRANSFER JUSTIFICATION FORM ATTACHED? (SPONSORED PROJECTS ONLY) ☐ Yes ☐ No

- ▶ If the transfer pertains to sponsored research projects, please send this form with the associated Cost Transfer Justification Form and any questions to SRA@princeton.edu.
- ▶ For all other salary and manual transfers, please send the form with supporting documentation and any questions to budget@princeton.edu.