

Maintaining Payroll Funding Data: Payroll Transfer

A **Payroll Transfer** is an update to a previous pay period ... a pay period in which the final pay calculation has run for the pay period.

A payroll transfer requires two steps:

1) Using Correction mode, a retroactive payroll funding change will need to be entered on-line in the Human Resource Information System (HRIS) by department personnel.

2) After the retroactive funding change has been entered on-line in HRIS, the Payroll Transfer Form (PER-44) will need to be completed and submitted to the Division of Human Resources-Payroll to complete the process.

Payroll Transfer Form/Instructions:
<http://www.ksu.edu/hr/forms/>

Step 1: Access HRIS Payroll Funding Table in Correct History mode.

Path: Payroll for North America > Payroll Funding > Maintain Funding > Payroll Funding Table

- Enter Department ID
- Enter Fiscal Year
- Enter Position Pool ID or Position Number

Payroll Funding Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

SetID: [=] KSUNV

Department: [begins with] 3670010050

Fiscal Year: [=] 2009

Budget Level: [=]

Position Pool ID: [begins with]

Position Number: [begins with] W0007747

Include History Correct History

Step 2: Update Distribution of Project(s) – Earnings

- ▶ Locate desired effective-dated row. If applicable, change existing effective date or add a new effective-dated row. **Note: HRIS requires rows to be in effective-date sequence.**
- ▶ **To update one or more projects**, access appropriate project row (Earnings Distribution area) and change applicable data (i.e., Project, Fund Source, Organization, Distrb% and Funding End Date).

Ksu Dept Bdgt Ern				Ksu Dept Bdgt Ded		Ksu Dept Bdgt Tax		Dept Budget Actuals	
SetID:	KSUNV Department: 3670010050			Animal Sciences & Industry			Fiscal Year: 2009		
Budget Begin Date:	06/15/2008	Offset Group:	00001	Budget Cap					
Budget End Date:	06/13/2009	<input checked="" type="radio"/> Per Budget Level <input type="radio"/> Per Earn/Tax/Ded							
Level				Find View All		First 1 of 2 Last			
<input type="radio"/> Department		<input type="radio"/> Position Pool		<input checked="" type="radio"/> Position		<input type="button" value="+"/> <input type="button" value="-"/>			
Position Number:	W0007747			Grad Research Asst					
*Effective Date:	09/07/2008	Eff Seq:	0	*Status:	Active	Date Entered: 09/18/2008			
Budget Level Cap:	0.00			*Currency:	USD	Current			
Earnings Distribution				Find View All		First 1 of 2 Last			
Earnings Code:				*SEQ#:	1	% Effort:			
*Combination Code:	000894103010050								
Project:	NASI381064			Project Task:	02	PCA: 21210			
Project Description:	ASI AES APPROP GRA ACCOUNT EXPENDITURES								
Project Award:	Project Award will automatically populate for grants.								
Fund Source:	1030			AGRICULTURE EXPERIMENT STATION					
Organization:	10050			Animal Sciences & Industry			10/01/2009		
Budget Amount:	0.000			Distrb %:	81.000				
Funding End Date:	10/01/2009			Distributed	<input type="checkbox"/>				
<input type="button" value="Dept Budget Summary"/>									

Access **Dept Budget Deductions** page.

Step 3: Update Distribution of Project(s) - Deductions

- **To update one or more projects**, access appropriate project row (Earnings Distribution area) and change applicable data (i.e., Project, Fund Source, Organization, Distrb% and Funding End Date).

[Ksu Dept Bdgt Ern](#) / [Ksu Dept Bdgt Ded](#) / [Ksu Dept Bdgt Tax](#) / [Dept Budget Actuals](#)

SetID: KSUNV Department: 3670010050 Animal Sciences & Industry Fiscal Year: 2009
Budget Begin Date: 06/15/2008 Budget End Date: 06/13/2009 Offset Group: 00001

Level	Find View All				First	1 of 2	Last
<input type="radio"/> Department	<input type="radio"/> Position Pool	<input type="radio"/> Jobcode	<input type="radio"/> Position	<input type="radio"/> Appointment			
Position Number:	W0007747		Grad Research Asst				
Effective Date:	09/07/2008	Eff Seq:	0	Status:	Active		
				Date Entered:	09/18/2008		
Deduction Distribution							
Find View All							
Plan Type:	<input type="text"/>	Plan:	<input type="text"/>				
Ded Cd:	<input type="text"/>	Ded Class:	<input type="text"/>	*SEQ#:	<input type="text" value="1"/>		
Combination Code:	<input type="text" value="000894103010050"/>						
Project:	<input type="text" value="NASI381064"/>	Project Task:	<input type="text" value="02"/>	PCA:	21210		
Project Description:	ASI AES APPROP GRA ACCOUNT EXPENDITURES						
Project Award:	<input type="text"/>	Project Award will automatically populate for grants.					
Fund Source:	<input type="text" value="1030"/>	AGRICULTURE EXPERIMENT STATION					
Organization:	<input type="text" value="10050"/>	Animal Sciences & Industry					
Budget Amount:	<input type="text" value="0.000"/>	Distrb %:	<input type="text" value="81.000"/>				
Funding End Date:	<input type="text"/>	Distributed	<input type="checkbox"/>				

Access **Dept Budget Taxes** page.

Step 4: Update Distribution of Project(s) - Taxes

- ▶ **To update one or more projects**, access appropriate project row (Earnings Distribution area) and change applicable data (i.e., Project, Fund Source, Organization, Distrb% and Funding End Date).

Ksu Dept Bdgt Ern | **Ksu Dept Bdgt Ded** | **Ksu Dept Bdgt Tax** | **Dept Budget Actuals**

SetID: KSUNV Department: 3670010050 Animal Sciences & Industry Fiscal Year: 2009
Budget Begin Date: 06/15/2008 Budget End Date: 06/13/2009 Offset Group: 00001

Level Find | View All First 1 of 1 Last
 Department Position Pool Jobcode Position Appointment + -

Position Number: W0007747 Grad Research Asst
Effective Date: 09/07/2008 Eff Seq: 0 Status: Active Date Entered: 09/18/2008

Tax Distribution Find | View All First 1 of 2 Last
State: [] Tax Class: [] *SEQ#: 1 + -
Locality: []
Combination Code: 000894103010050
Project: **NASI381064** [] Project Task: 02 [] PCA: 21210
Project Description: ASI AES APPROP GRA ACCOUNT EXPENDITURES
Project Award: [] - Project Award will automatically populate for grants.
Fund Source: **1030** [] AGRICULTURE EXPERIMENT STATION
Organization: **10050** [] Animal Sciences & Industry
Budget Amount: [] 0.000 Distrib %: **81.000**
Funding End Date: [] Distributed

Step 5: Check data carefully (i.e., earning, deductions, & tax pages).

Step 6: Save the data.

Step 7: Complete the Payroll Transfer Form and submit it to the Division of Human Resources- Payroll.

The Payroll Transfer Form (PER-44) and Instructions are located:

KANSAS STATE UNIVERSITY
Payroll Transfer Form

*Required Fields

EMPLID *	RCD #	NAME (First MI Last Suffix) *
EFFECTIVE DATE *	END DATE	FISCAL YEAR(S) *
DEPT ID *	DEPT NAME *	
POSITION POOL ID	POSITION # *	Title

CHECK# *	ISSUE DATE *	CHECK# *	ISSUE DATE *
CHECK# *	ISSUE DATE *	CHECK# *	ISSUE DATE *
CHECK# *	ISSUE DATE *	CHECK# *	ISSUE DATE *
CHECK# *	ISSUE DATE *	CHECK# *	ISSUE DATE *
CHECK# *	ISSUE DATE *	CHECK# *	ISSUE DATE *

OLD FUNDING:

NEW FUNDING (must match funding table in HRIS)

Funding Entered By

Earnings (Ksu Dept Bdgt Em)

Earn Code†	Project #	Fund Src	Org	Award	% of Dist
† If other than defaults					0.000

Project #	Fund Src	Org	Award	% of Dist
				0.000

Deductions (Ksu Dept Bdgt Ded)

Plan Type†	Project #	Fund Src	Org	Award	% of Dist
					0.000

Project #	Fund Src	Org	Award	% of Dist
				0.000

Taxes (Ksu Dept Bdgt Tax)

Tax Class†	Project #	Fund Src	Org	Award	% of Dist
					0.000

Project #	Fund Src	Org	Award	% of Dist
				0.000

Has this been certified on an effort report? No

Additional Information

Signature Authorization: UNIT OR DEPARTMENT HEAD, DEAN AND/OR VICE-PRESIDENT

DATE

1. For ALL LATE transfers please answer the following question: Why is this transfer being requested more than 90 days after the effective date of the paycheck?

*Note-transfers are late if they are received in Human Resources more than 90 days from the effective date of the payroll transfer form.

2. For ALL transfers moving expenditures TO a sponsored project answer the following two questions:

A. Explain why this expenditure was not originally charged to the correct project

B. Justify how this expenditure qualifies as a direct cost to the project to which it is being transferred (direct costs are costs necessary to carry out the objectives of that specific project and can be assigned to the project with a high degree of accuracy)

Signature Authorization: PRINCIPLE INVESTIGATOR _____
DATE

For transfers TO grants the Principle Investigator and/or their delegate should authorize this form. Signature certifies that the cost being transferred is an appropriate expenditure for the sponsored project account being charged and that the expenditure complies with the terms and conditions governing the sponsored project.

Signature Authorization: UNIT OR DEPARTMENT HEAD, DEAN AND/OR VICE-PRESIDENT _____
DATE

For ALL late transfers the Unit Department Head, Dean and/or Vice-President should authorize this form.