

University of Houston System Payroll Reallocation Form

There is a stamp with the main payroll reallocator's name and extension, or you can put yours here.

Bus Unit: HR730

Dept: H0110

Dept Contact: _____ Ext: _____

Pay Per End Dt.: 11/30/2012
 Pay Run: M113012

DEBIT							CREDIT	
POSITION	PS ACCT CODE	CHECK #	SHORT DESCR	GROSS LABOR DOLLARS	GROSS LABOR DOLLARS REALLOCATE	DIFF AMOUNT LEFT ON ORIG ACCT	POSITION	PS ACCT CODE
01001916	00730-38440	7907420	Regular	2,418.35	2,418.35	0.00	01001916	00730-34997
01001916	00730-12911	7907420	TRS	154.77	154.77	0.00	01001916	00730-34997
01001916	00730-12123	7907420	OASDI/ER	149.94	149.94	0.00	01001916	00730-34997
01001916	00730-12123	7907420	MED/ER	35.06	35.06	0.00	01001916	00730-34997
				2,758.12	2,758.12	0.00		

Justification: Reallocate salary and fringe to Morgan's NSM Salaries, which benefits from the time and effort 11/1/12-11/30/12, for which this check was paid.

Justification: I certify that the percentage of the employee's time is being allocated to the following projects, or 2) that previous to the date of this check, the employee's time was available.

Employee Signature: _____

I certify that the percentages of the employee's time are based on my firsthand knowledge of the work performed by the employee on the following projects, or 2) that previous to the date of this check, the employee's time was available.

For: Etgen, Garett / INTERIM CHAIR Date: _____

By: _____ Date: _____

By: Muscarello, Pam / DBA Date: _____

OCG (Ledger 5): _____ Date: _____

Name / Title _____ Date: _____

Fiscal Officer _____ Date: _____

Title _____ Date: _____

Note here the amounts you would like to reallocate by line. Fringe must be in the same cost center (or the state mapping cost center associated if you are using state funds) in the same percentage as the salary per assignment.

See Online Business Manual, Personnel-Reallocations and Suspense section for justification format. Note that it should be clear as to what you are doing, so if you are moving only a certain position or percentage, the justification should reconcile with what you are doing.

Unless it is mass reallocations using a couple of cost centers, you will need to use the stamp, noting the dates the grant is active, the person(s) in authority to sign as PI, confirming the usage and balance are OK per the Check Cost Center Button, etc.

Save a pdf copy of the document, signed by the employee, PI or chair, and the DBA in the P drive, Payroll Reallocations folder, with a filename in the format PR.Lastname.12345678.12345.pdf, where the first number is the check number and the 2nd number is the RAF ID.

Follow all instructions on the Online Math Business Manual-Personnel-Reallocations and Suspense. Save a printout of the RAF in a file for pending: you will need to check to make sure that all lines posted as you requested before considering the task done.

Always put in the format 00730-speedtype. Post salary to the cost center you are reallocating to. If you are using local funds, post longevity, insurance stipends, and fringe to the same cost center. But if you are using state funds, the longevity, insurance stipend, and all fringe parts should go on the state mapping accounts.

The first name listed on the approvers section on the RAF in PS should be the PI for sponsored projects or the supervisor.

The second name listed should be the DBA/Certifier.