



Post Award Services Payroll Cost Transfer Form

Post Award Services
2385 Irving Hill Rd
Lawrence KS 66045-7563
Telephone: (785) 864-7730
Fax: (785) 864-8109
kucrpayroll@ku.edu

Date of Preparation: _____ Dept. ID# _____ Dept. /Unit Name _____

For all cost transfers complete questions 1 – 5 below:

- #1. Describe in detail why this transfer is being requested.

- #2. State the reason for moving salary and/or fringe to another project or cost center.

- #3. How did the error occur?

- #4. If more than 90 days have passed since the expense posted, explain the delay. (Dept head signature required).

- #5. Describe what internal controls have been put into place to insure the integrity of future payroll appointments.

List the dates for the charges that need to be moved: Start Date: _____ End Date: _____

Submit a completed PAF – Payroll Action form found on the KU Portal: My KU – HR Notices:
<https://login.ku.edu/cas/login?service=https%3A%2F%2Fportal.ku.edu%2FuPortal%2FLogin>

Attach a detailed DEMIS Excel gross/fringe report including all applicable pay periods with the following report breaks:

- *Account Code
- *Department
- *Employee ID, Name, Record Number
- *Fund
- *Offcycle Flag
- *Pool ID
- *Position Number
- *Project/Grant
- *Scenario
- *True Pay End Date

On the DEMIS gross/fringe report, summarize the total amount of salary and/or fringe that needs to be moved from one source to another. (See the sample provided on page 2).

I hereby certify that these expenditures were incurred for the goals, objectives and benefit of the agency/org named and are appropriate and necessary to the performance of the project. In the event of a subsequent audit disallowance of this cost transfer for any reason, the Principal Investigator/Authorized signer agree to be responsible for handling this expense in a manner consistent with RGS/KUCR policy.

Preparer's Signature _____ Date _____

Department Head Signature _____ Date _____
(If the transfer is over 90 days)

**Instructions for Completing a Payroll Cost Transfer Request and Payroll Cost Transfer Justification
(Payroll cost transfers should be routed to KUCR Post Award Services)**

- Justification #1 Describe in detail why this transfer is necessary.
- Justification #2 Describe in detail why these charges need to be moved to another project or cost center.
- Justification #3 Describe in detail how the error occurred.
- Justification #4 If more than 90 days following the accounting period of the original transaction have elapsed, explain the delay in catching the error. The Department Head's signature is also needed.
- Justification #5 If more than 90 days following the accounting period of the original transaction have elapsed, the Department Head of the account that the expense is going into must sign this form.

Sample DEMIS gross/fringe report with comments:

FY	Position		DeptID	Employee ID, Name, & Rec. No.	Fund	Off Cyc	Cost Center	Scenario	True Pay End Date	Total Gross		Total Grss/Fng
	Nbr	Account Code								Wages	Total Fringe	
2013	4801	2342000-099	2342000	1234567-0-Hawk,Jay	99	N	2342000		2/2/2013	5545.96	1485.69	7031.65
2013	4801	2342000-099	2342000	1234567-0-Hawk,Jay	99	N	2342000		2/16/2013	5545.96	1485.69	7031.65
2013	4801	2342000-099	2342000	1234567-0-Hawk,Jay	99	N	2342000		3/2/2013	5545.95	1485.68	7031.63
2013	4801	2342000-099	2342000	1234567-0-Hawk,Jay	99	N	2342000		3/16/2013	5545.95	1059.33	6605.28
2013	4801	2342000-099	2342000	1234567-0-Hawk,Jay	99	N	2342000		3/30/2013	5545.95	1430.21	6976.16
2013	4801	2342000-099	2342000	1234567-0-Hawk,Jay	99	N	2342000		4/13/2013	5545.96	1430.23	6976.19
2013	4801	2342000-099	2342000	1234567-0-Hawk,Jay	99	N	2342000		4/27/2013	5545.96	1430.22	6976.18
										\$ 38,821.69	\$ 9,807.05	\$ 48,628.74
Move \$9705.42 salary & \$2451.76 fringe from 2342000-099 to 2342000-099-KAN0070057CS												