



Sponsored Projects Payroll Cost Transfer Request

Revised 03/11/11

Name:	UIN:	Date:
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1. Why was the expense originally charged to the account from which it is now being transferred?

2. Why should this charge be transferred to the proposed receiving account?

3. What action is being taken to eliminate the need for future cost transfers of this type?

4. If the cost transfer request is more than 90 days from the date of the original charge, explain the reason for the delay.

5. If the effort was previously certified in TimeTraQ or the Time and Effort system, explain what changed and why.

APPROVED: Printed Name/Signature

Principal Investigator _____ Signature _____ Date _____

Department Head *(Required for transfers over 90 days)* _____ Signature _____ Date _____

Sponsored Project Office _____ Signature _____ Date _____

Organization:

Director/Manager Sponsored Project Office *(Required for transfers over 90 days)* _____ Signature _____ Date _____

Organization:

Sponsored Project Office _____ Signature _____ Date _____

Organization:

Director/Manager Sponsored Project Office *(Required for transfers over 90 days)* _____ Signature _____ Date _____

Organization:

Name:	UIN:	Date:
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Additional Signatures (if applicable):

Printed Name	Signature	Date
Title:	<input type="text"/>	
Organization:	<input type="text"/>	

Printed Name	Signature	Date
Title:	<input type="text"/>	
Organization:	<input type="text"/>	

Printed Name	Signature	Date
Title:	<input type="text"/>	
Organization:	<input type="text"/>	

Printed Name	Signature	Date
Title:	<input type="text"/>	
Organization:	<input type="text"/>	

Printed Name	Signature	Date
Title:	<input type="text"/>	
Organization:	<input type="text"/>	

Printed Name	Signature	Date
Title:	<input type="text"/>	
Organization:	<input type="text"/>	



Sponsored Projects Payroll Cost Transfer Request Instructions

The Sponsored Projects - Payroll Cost Transfer Request form is required when transferring PAST payroll expenses to, from, or between sponsored project accounts. Changes to FUTURE pay periods should be processed by routing an EPA document.

NAME: Employee Name

UIN: Employee UIN

DATE: Date prepared and routed for approval.

QUESTIONS 1-3: Required for ALL requests.

QUESTION 4: Required for all cost transfers over 90 days from the date of the original charge.
(Payroll Cost Transfer 90 Day Counter located at <http://tamurs.tamu.edu/forms>.)

QUESTION 5: Required if effort has been certified in the TimeTraq or Time and Effort System.

REQUIRED SIGNATURES:

ALL Cost Transfers:

1. Principal Investigator
2. Sponsored Project Office

Transfers Over 90 Days:

1. Principal Investigator
2. Department Head
3. Sponsored Project Office
4. Director/Manager Sponsored Project Office

Additional Signatures (page 2 of 2) As Needed:

1. Required for cost transfers between accounts with different Principal Investigators
2. Multiple sponsored project offices

ROUTING:

1. Principal Investigator or authorized staff member forwards to Department Administrator
2. Department Administrator forwards to Sponsored Research Office.
NOTE: Forward to the "RECEIVING" sponsored research office. For example, the cost transfer is moving payroll from a TAMRF administered account to a TAMURS administered account. The form should first route to TAMURS for approval.
3. The final approving sponsored research office will forward to the employee's system member payroll office for processing.



Principal Investigator & Department Administrator Checklist

PRINCIPAL INVESTIGATOR CHECKLIST:

- All required questions are complete (see page 3 for instructions).
 - o Questions 1-3 are required for all payroll cost transfers.
 - o Question 4 is required if the cost transfer is more than 90 days from the expensed/posted date. (Payroll Cost Transfer 90 Day Counter located at <http://tamurs.tamu.edu/forms>.)
 - o Question 5 is required if the effort has been certified in the TimeTraq or Time and Effort system.
- Print and sign form
- Forward (e-mail or mail) to Department Administrator

DEPARTMENT ADMINISTRATOR CHECKLIST:

- Check NAME, UIN, and DATE for accuracy.
- Check TimeTraq or the Time and Effort System to confirm effort has not been certified.
 - o If effort has been certified, question 5 is complete.
 - o If effort has not been certified and document is open, place report on hold pending payroll correction.
- All required questions are complete
 - o Questions 1-3 are required for all payroll cost transfers.
 - o Question 4 is required if the cost transfer is more than 90 days from the expensed/posted date. (Payroll Cost Transfer 90 Day Counter located at <http://tamurs.tamu.edu/forms>.)
- Required signatures complete
- System member payroll office documents attached.
- E-mail to the sponsored research office that is RECEIVING the cost transfer. For example, the cost transfer is moving payroll from a TAMRF administered account to a TAMURS administered account. The form should first route to TAMURS for approval.