Reset Form

WASHINGTON UNIVERSITY
PAYROLL COST TRANSFER

P/E Date	Last Name, First Name

EMPLID #	EMPL Record	Dept ID

Payroll Services
Indirect Costs

☐ Check box if fringes are to be applied proportionate to wages. If not, fill in fringe amounts below.

(---------List TOTAL Amounts To Be Transferred---------)

Earnings Code	Account	Wages	Annuity	Soc-Sec	Oth.Frng	DepTuition
	Control Totals ***Must be zero***	$0.00	$0.00	$0.00	$0.00	$0.00

REASON (CHECK ONE):

- Salary Cap Change ☐
- Effort Not Spent As Planned ☐
- Entry Error ☐
- Fund Number Not Available ☐
- Vacation Transfer ☐
- Correct Fringe Allocation ☐
- Other (Please Explain) ☐

DETAILED EXPLANATION:
Mandatory if Transfer Involves Sponsored Fund

Originating Department's Authorizations:

Prepared By	Phone #	Date
Authorized By		Date
Principal Investigator		Date

Second Department's Authorization:
<Required if More Than One Dept/Div Number Used>

Authorized By	Date

General Instructions:

1) *Check Reason for Transfer. Detailed explanation is mandatory for LC 22 if in fund series 4xxxx, 5xxxx, or 6xxxx.*
2) *Originating Department must sign this Processing Copy on the "Prepared By" and "Authorized By" lines. The same person may NOT sign both the "Prepared By" and "Authorized By" lines. In addition, departments may be required to retain a Permanent Copy with Principal Investigator's signature.*
3) *If more than one department/division number is used, Second Department's Authorization must also be completed.*
4) *Only adjust Dependent Tuition if it is not proportionate to wages.*
5) *If this from is e-mailed, it must be copied or forwarded from your department's authorized approver.*

Excel Spreadsheet Instructions:

6) *Negative amounts shoud be entered with a - sign or in ( )*
7) *Spreadsheet must be balanced -- Control totals must be zero.*

RETURN COMPLETED PAYROLL COST TRANSFER TO PAYROLL SERVICES AT CAMPUS BOX 1000
OR FAX TO 935-7079 OR EMAIL TO PAYROLLC@AISMAIL.WUSTL.EDU

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