

Human Resources Guidelines for Payroll Cost Transfer Submissions

Cost Transfers are a multistep process – the Time and Leave usage is reviewed, PAFs may be created, timesheets voided, and manually processed, etc. To streamline the Cost Transfer process, please review and be aware of the following items before submitting a transfer request to Payroll or Grants and Contracts.

Things to Check Before Submission:

- Budget balance - PRSY account balance is available for payroll cost transfer.
- Budget period -PRSY account extends over the payroll cost transfer pay period(s).

Note: Receiving PRSY account PA will confirm transfer allowability with transferring PRSY account PA prior to submission of transfer request to HR.

Reasons for Rejections by Human Resources:

- Time and Leave (Annual Leave) – due to Time and Leave policy, transfers cannot be completed if a negative annual leave accrual balance will result in the receiving or transferring PRSY account. In such instances, the Payroll Coordinator will communicate the reason for rejection of transfer request with the PI and PA. Furthermore, the Payroll Coordinator will communicate with the PI and PA on the possibility of completing and submitting a revised transfer request.
- If employee received retros, Annual Leave payouts or bonus, within transfer period, then such payments should be included in the transfer request. If such payments are not included in the transfer request, then the transfer may be rejected, and the Payroll Coordinator will communicate the reason for rejection of transfer request with the PI and PA. Furthermore, the Payroll Coordinator will communicate with PI and PA on possibility of submitting a revised transfer request that may be completed.
- Cost Transfer was done previously – if there was a transfer already completed for an employee pay period payment, a subsequent transfer for that same payment cannot be completed.
- Cost Transfer is a reversal of a prior completed payroll cost transfer.
- Handwritten cost transfers – handwritten transfer requests are difficult to read. Attachment B fields should be typed.
- Forms are not signed.

Things to Know:

- Transfer is too old – Human Resources can accept transfer requests up to a year from pay date. Older transfer requests may be completed by Grants and Contracts upon further review.
- Transfer of cost within the same PRSY account is not a cost transfer – such transfers will be completed by Grants and Contracts.
- For employee(s) terminated over a year ago – such transfers may be completed by Grants and Contracts upon further review.
- PAFs for cost transfers should be approved in a timely matter by Grants and Contracts when submitted by PI – transfers are a multistep process and PAFs created by HR is a first step. Late PAF approval by Grants and Contracts will delay transfer completion.

- Fringe rates may change and therefore should be fixed by Grants and Contracts through Kualii (HR has no control over fringe).
- Timesheets are voided and transferred over to the new account.
- If employee is currently being paid on the transferring or receiving PRSY accounts, the current pay amount will include or be net of transferred amount.
- Once a transfer is completed/uploaded it cannot be undone.
- If a PA sends a cost transfer request to HR during payroll week it will not be processed on that payroll, but on the next following payroll.