SALARY COST TRANSFER SFS

Accounting Services
21 N. Park Street, Suite 6101, Madison, WI 53715

FY		APPT. ID # :		NAME:		SS # :	DATE:
WAS:							
Fund	Dept ID	Project Grant	Program	Pay Period	Account	Amt Per Pay Period	Total Transfer
SHOULD BE:							

REASON FOR TRANSFER
Note: For late transfers (beyond 90 days) of Federal (Fund 144) or Non-Federal (Fund 133) sponsored project charges, complete reverse side.

APPROVALS	
Principal Investigator (144 accounts) Signature_____ Date_____	Divisional Representative Signature_____ Date_____
Departmental Representative Signature_____ Date_____	PAR Representative--Research and Sponsored Programs Signature_____ Date_____

INSTRUCTIONS
Purpose: Change funding source distribution of salary charges already posted to the Accounting System.

Instructions: List amounts to be transferred by Pay Period. If transferring part of a payment on a particular funding source, show that entire payment in "Was"; show amount remaining on that fund, with original accounting information, as one line of "Should Be" and amounts being transferred as separate line(s) with new accounting coding. (It is not necessary to show other splits which were paid on the same payroll but are not being changed.) Fill in Fiscal Year (FY), Appt. ID No., Name, Social Security No., Date Prepared, relevant accounting information, and Reason for Transfer. Route Salary Cost Transfer Request (SCT) for departmental and divisional approval before routing as specified below. If a 144 Project Grant is involved, Principal Investigator(s) must approve SCT. See your PAR coordinator for further information. Complete IADS Funding Change Form to change salary encumbrances corresponding to this SCT and/or future salary charges - SCT does not move encumbrance - IADS Funding Change Form does not move payments already posted.

Chartfield Codes:

SFS	**Legacy**
Fund	Fund
Dept ID	Div/Dept/SubDept
Project	Fund + Account Number for Grants
Program	Activity
Account	Class Code

Routing: If transfer cutoff date for Personnel Activity Reporting (PAR) Periods covered by this SCT has not passed, submit SCT to Accounting Services (21 N. Park Street, 2-5352) and IADS Funding Change form to appropriate personnel office. If transfer cutoff date has passed, submit a copy of SCT, with PAR to PAR Section - Research and Sponsored Programs (21 N. Park Street, Suite 6401, 2-3822).

LATE COST TRANSFER JUSTIFICATION FOR EXTRAMURAL PROJECTS

Graduate School, Research and Sponsored Programs
21 N. Park Street, Suite 6401, Madison, WI 53715
Phone: (608) 262-3822 Fax: (608) 262-5111

TRANSFER REFERENCE INFO: _____

For salary transfers, provide employee name.
For non-salary transfers, provide the voucher number(s) listed on the transfer form.

INSTRUCTIONS: This form should be completed and attached to each transfer request (salary or non-salary) form which involves a federally sponsored project (fund 144), or non-federal sponsored project (fund 133) initiated more than 90 days after the end of the accounting month in which the transaction journal date has posted. Please answer questions 1 through 5 below. Attach additional sheets if necessary.

1. Why was this expense originally charged to the coding from which it is now being transferred?

2. Why should the charge(s) be transferred to the proposed receiving project (i.e., how does the project benefit)?

3. Why are the charges allowable and allocable based on the terms and conditions of the receiving award?

4. Why is this cost being transferred more than 90 days after the transaction occurred?

5. What corrective action has been taken to eliminate the need for cost transfers of this type in the future?

Completed by: _____

Name email phone

This form is not required for:

- Transfers to extramurally sponsored projects initiated prior to 90 days after the end of the month of the accounting date.
- Gift accounts (fund 133)
- Any other funds.

Additional information on Cost Transfers for Extramural Sponsored Projects is available at www.rsp.wisc.edu/policies/costtransfer/