

# Labor Accounting Cost Transfer Request

LAST UPDATED: 12/22/2021



**FINANCE & TREASURY**

FINANCE.PRINCETON.EDU/FORMS/

TODAY'S DATE

- Please use this form when requesting Salary Cost Transfers for **Special Payments, Accrued Vacation, and Severance Pay**.
- For charges that originate in the Time and Absence Management (TAM) system, please use this form **only if past the 90-day correction window**. Retroactive changes to TAM charges less than 90 days in the past **must be made in TAM**.
- Please use this form for **any retroactive changes to Undergraduate and Graduate Wages**. No retroactive changes can be made directly in TimeSheetX.
- **All Transfer Details fields should be completed**. For transfers with more than four changes, a spreadsheet may be attached with all of the fields in the Transfer Details section completed.
- A **PDF output of the Earnings Detail by Chartstring** report with the associated charges is required. The Transfer Request will not be processed without the supporting Warehouse LA Report documentation.
- This form is to be used for corrections to payment chartstrings only. This form cannot be used for changes to payment earnings period, earnings code, or account.

## Transfer Information

Full name and information for the person whose charges need to be transferred.

FIRST NAME	LAST NAME	PUID/EMPLID	STAFF CLASS
HOME DEPARTMENT NAME		HOME DEPARTMENT NUMBER	
COMMENTS			

## Requestor Information and Signature

REQUESTOR NAME	SIGNATURE	DATE
EMAIL	WORK PHONE	
HOME DEPARTMENT NAME	HOME DEPARTMENT NUMBER	
CHARGED DEPARTMENT NAME (IF "TO" OR "FROM" DEPARTMENT IS DIFFERENT THAN HOME DEPARTMENT)	SIGNATURE	DATE
<b>FINANCE &amp; TREASURY SIGNATURE AND CONSENT (TO BE COMPLETED BY FINANCE &amp; TREASURY)</b>		
PRINT NAME	SIGNATURE	DATE

**Note: The "Transfer Details" section on page 2 must be completed before submitting**

PUID/EMPLID

### Common Earn Codes and Earn Codes Descriptions

003 - Special Payroll Invoice	007 - Severance Pay	021 - Overtime - Straight Time	024 - Overtime - Double Time	027 - Overtime - Straight Time PURP
004 - Accrued Vacation	015 - Overtime - Causal Hourly	022 - Overtime - Shift Differential	025 - Overtime - Job Differential	029 - Overtime - Retro
006 - Base Salary - Lump Sum/Retro	020 - Overtime - One-half Time	023 - Overtime - Time and One-half	026 - Overtime - Miscellaneous	062 - Tiger Award
				063 - Stripe Award

### Transfer Details - Salary with no benefits. Be sure to attach associated Earnings Detail by Chartstring Report, PDF version.

Please complete all applicable fields in the table below. For Biweekly and Casual staff, including students, **hours are required**. Please use the Excel Data version of the Earnings Detail by Chartstring to complete the Hours field, and provide the report with the Cost Transfer.

	CHARGED DEPT.	FUND	ACCOUNT	PROGRAM	SITE	PROJECT	ACTIVITY	EARN PERIOD START DATE	EARN PERIOD END DATE	HOURS	EARN CODE	ACTUALS - NO BENEFITS
FROM										( )		( )
TO												
FROM										( )		( )
TO												
FROM										( )		( )
TO												
FROM										( )		( )
TO												

**Fund:** For transfers to fund G0001 that are made 90 days after the end of the month in which the charge(s) originally occurred, a Cost Transfer Justification form must be submitted along with this form. It will need to be approved by Sponsored Research Accounting before this adjustment can be processed.

LATE COST TRANSFER JUSTIFICATION FORM ATTACHED? (SPONSORED PROJECTS ONLY)  Yes  No

Transfers relating to Sponsored Research should be submitted, with appropriate supporting documentation, to your **SRA Analyst**.

For all other salary and manual transfers, please send the form with supporting documentation and any questions to [manuallajournal@princeton.edu](mailto:manuallajournal@princeton.edu).