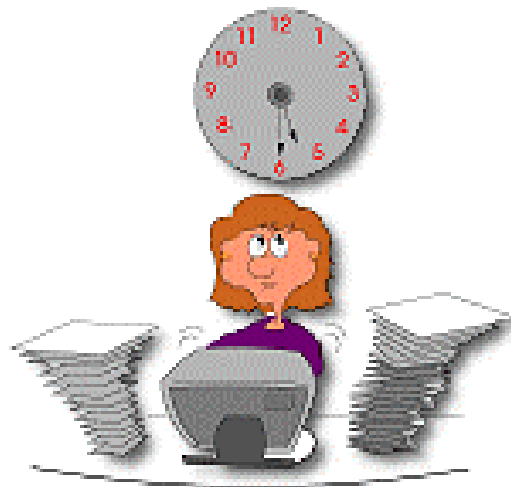
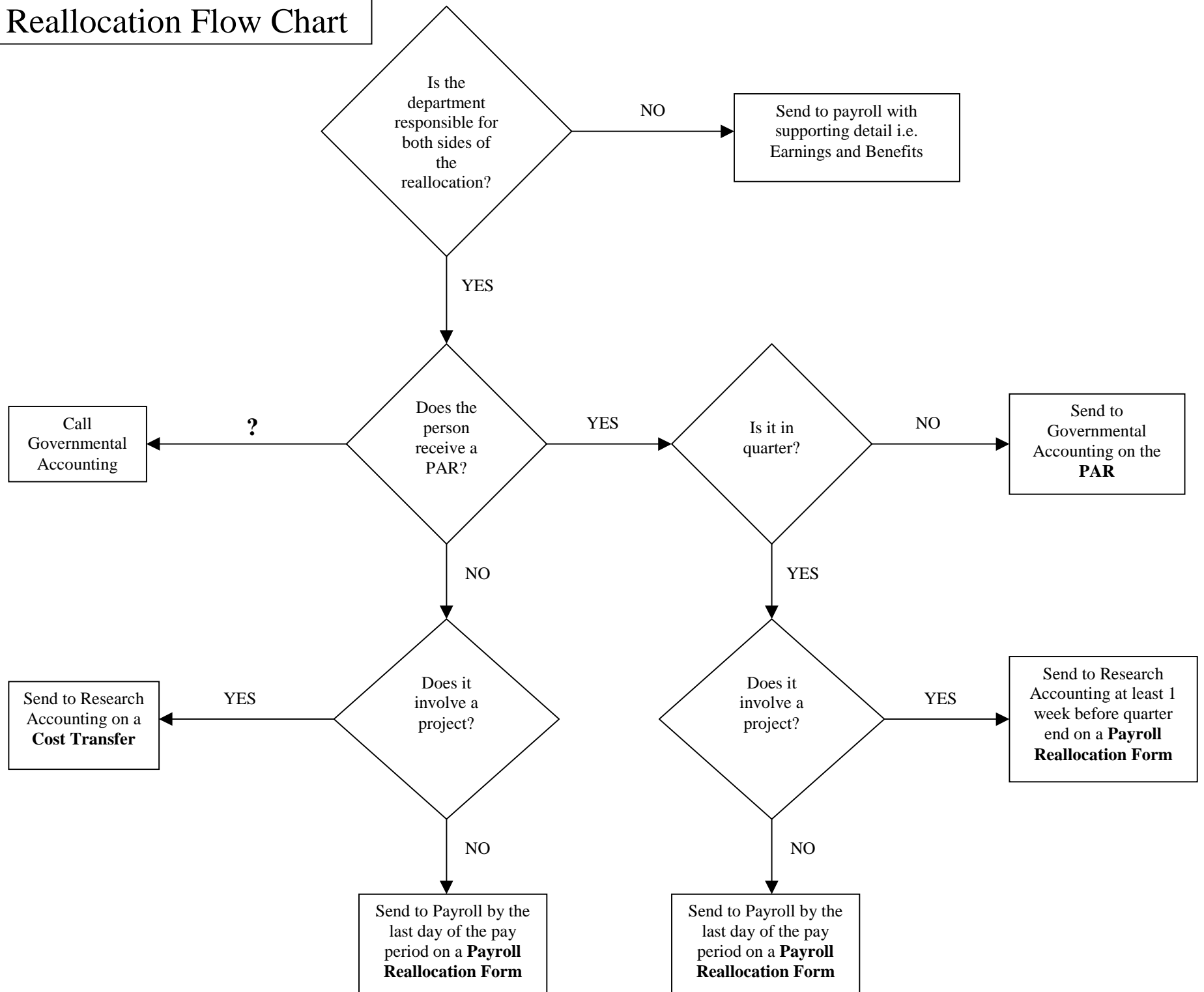


# PAYROLL



# REALLOCATIONS

# Payroll Reallocation Flow Chart





## Explanation of Reallocation Form

1. **NAME**: The name of the person who needs earnings, deductions, or taxes reallocated.
2. **EMPLOYEE ID**: The employee ID # of the person who needs earnings, deductions, or taxes reallocated.
3. **PAY GROUP**: Is an employee classification. For example: Exempt, Hourly, or Contract
4. **TIME PERIOD COVERED**: (FROM) Is the **start** of a pay period or pay periods affected by the requested reallocation.
5. **TIME PERIOD COVERED**: (TO) Is the **end** of a pay period or pay periods affected by the requested reallocation.
6. **PREPARED BY**: The name of the person who prepared the reallocation form.
7. **EXT**: Is the phone number or extension number of the person who prepared the reallocation form.
8. **DATE**: Is the date when the person prepared the reallocation form.
9. **QUARTER**: (IN) If the requested reallocation happened within the current quarter mark IN. For example if the quarter is 01/01/01-03/31/01 and the requested reallocation started 02/01/01 and ended 02/15/01 mark IN quarter.
10. **QUARTER**: (OUT) If the requested reallocation happened outside of the current quarter mark OUT. For example if the quarter is 01/01/01-03/31/01 and the requested reallocation started 12/15/00 and ended 12/31/00 mark OUT of quarter.

***HOWEVER if the requested reallocation is both in quarter and out of quarter separate the two and send them in on different forms.***

11. **REC #**: The record number is taken either from the earnings and benefits report or the employees PAN form. For most people this will either be 0 or 1.
12. **FROM CHARTFIELD**: Is the account code that was originally charged.
13. **EARNINGS FROM CHARTFIELD ACCNT**: Is the last five digits of the account code that was originally charged. For example 50000, 53000, 50800, etc.
14. **TO CHARTFIELD**: Is the account code you want charged.
15. **EARNINGS TO CHARTFIELD ACCNT**: Is the last five digits of the account code you want charged. For example 50000, 53000, 50800, etc.
16. **TOTAL EARNINGS**: Is the total amount of the earnings for the TIME PERIOD COVERED of the requested reallocation.
17. **% OF EARNINGS / DEDUCTIONS & TAXES TO BE TRANSFERRED**: Is the % of the total earnings, deductions, and taxes you want transferred. For example if \$1000.00 was charged and you want half of the earnings transferred enter .50 and 50% of the earnings will be reallocated. If you want the whole amount enter 1.00 and the full amount of earnings will be reallocated. The same percentage used for earnings will also be used for your deductions and taxes.
18. **TOTAL EARNINGS TO BE TRANSFERRED**: Is the total amount of earnings to be reallocated.
19. **DEDUCTIONS & TAXES ACCNT FROM & TO CHARTFIELD**: Is the last five digits of the account code that was charged and the account code you want charged. Business Unit 01, 03, & 04 will be 59000 and Business Unit 02, & 05 will be 51010.

20. **TOTAL DED & TAX**: Is the total amount of the deductions and taxes for the **TIME PERIOD COVERED** of the requested reallocation.
21. **TOTAL DED & TAX TO BE TRANSFERRED**: Is the total amount of the deductions and taxes to be reallocated.
22. **EXPLANATION**: Is to provide payroll with an explanation of why the reallocation is being requested.
23. **REQUESTED BY**: This is the name of the person who is requesting the reallocation. Many times this is the Principle investigator (PI) or an authorized signer on the account.
24. **EXT**: Is the phone number or extension of the person requesting the reallocation.
25. **DATE**: Is the date of the reallocation is requested.
26. **TOTAL REALLOCATION**: Is the total amount to be reallocated by payroll.