

Payroll Reallocation Form - ALL areas must be filled out by the preparer

PROJECTS MUST BE DONE ON A COST TRANSFER OR PERSONAL ACTIVITY REPORT (PAR)

EMPLOYEE NAME	EMPLOYEE UID	TIME PERIOD COVERED FROM TO	PREPARED BY	QUARTER IN OUT	CONTROL #
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EARNINGS

REC #	FROM CHARTFIELD (CREDIT)						
	BU	ORG	ACTIVITY (8)	ACCNT(5)	A/U	CODE	AMOUNT

REC #	TO CHARTFIELD (DEBIT)				
	BU	ORG	ACTIVITY (8)	ACCNT(5)	A/U

TOTAL EARNINGS TRANSFERRED
\$

DEDUCTIONS

REC #	FROM CHARTFIELD (CREDIT)						
	BU	ORG	ACTIVITY (8)	ACCNT(5)	A/U	CODE	AMOUNT

REC #	TO CHARTFIELD (DEBIT)				
	BU	ORG	ACTIVITY (8)	ACCNT(5)	A/U

TOTAL BENEFITS TRANSFERRED
\$

TAXES

REC #	FROM CHARTFIELD (CREDIT)						
	BU	ORG	ACTIVITY (8)	ACCNT(5)	A/U	CODE	AMOUNT
						E	
						Q	
						U	

REC #	TO CHARTFIELD (DEBIT)				
	BU	ORG	ACTIVITY (8)	ACCNT(5)	A/U

TOTAL TAXES TRANSFERRED
\$

TOTALS TO BE TRANSFERRED

EXPLANATION	REQUESTED BY	EXT	TOTAL	
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