

## Fields on the Reallocation Form

1. EMPLOYEE NAME: The name of the person who needs earnings, benefits or taxes reallocated.
2. EMPLOYEE ID: The employee ID # of the person who needs earnings, benefits or taxes reallocated.
3. PAY GROUP: Select whether the employee is paid hourly (HRL) or salaried (EXE)
4. TIME PERIOD COVERED: FROM AND TO: Enter the start of the pay period or pay periods affected by the requested reallocation. Enter the end of the pay period or pay periods affected by the requested reallocation. Example 10/1/18-/12/31/18

**Reallocations should not for be more than 1 quarter at a time and should not cross quarters.**

**NOTE:** Reallocation forms can only cover IN or OUT of quarter dates and cannot be combined. If the requested reallocation is both in quarter and out of quarter, then two separate forms will need to be completed.

QUARTER: IN: If the requested reallocation happened within the current calendar quarter. For example, if the current quarter is 01/01/18 – 03/31/18 and the request started 02/01/18 and ended 02/15/18, it would be in Quarter

QUARTER: OUT: If the requested reallocation happened outside of the current calendar quarter. For example, if the current quarter is 01/01/18 – 03/31/18 and the request started 12/15/17 and ended 12/31/17

5. CONTROL NUMBER: This field is for the Payroll Office to fill out.
6. REC#: The record number is the number associated with the job within PeopleSoft and can be found on the Earnings, Benefits & Taxes report. Most often it will be “0” but the appropriate record # must be reported.
7. FROM CHARTFIELD: The chartfield that was originally charged. Hospital chartfields will include the Business Unit (BU), Org, Account and Allowable/Unallowable (A/U).
8. TO CHARTFIELD: The chartfield that should have been charged.

**Each different chartfield will need to have its own reallocation form filled out. The new form allows you to put multiple chartfields on the same form with the corresponding amount of earnings that should be reallocated from each separate account/chartfield.**

9. TOTAL EARNINGS TO BE REALLOCATED: The total dollar amount of earnings to be reallocated. This is a total of everything in box 11 for the chartfield

**The Earnings should be filled out by using a financial Earnings Report. Dollar amounts in Kronos are estimates and may not accurately record what was actually charged.**

10. EARNINGS CODE: All Earnings Codes that need to be reallocated
11. AMOUNTS: The total \$ amount of earnings for the earnings code. This should be the amount in box 9
12. EXPLANATION: Why the reallocation is being requested.
13. PREPARED BY: The name of the person who prepared the reallocation form.
14. EXT: The phone number or extension of the person who prepared the reallocation form.
15. DATE: The date when the person prepared the reallocation form.

# HOSPITAL PAYROLL REALLOCATION FORM

\*\*\* ALL FIELDS MUST BE FILLED OUT OR FORM WILL BE RETURNED \*\*\*

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

<b>EMPLOYEE NAME:</b>			<b>EMPLOYEE ID:</b>			<b>PAY GROUP:</b>			<b>Time Period Covered</b>			<b>CONTROL NUMBER:</b>	
1			2			3			4			5	
REC #	FROM CHARTFIELD					REC #	TO CHARTFIELD					Code	\$ Amount
	BU	ORG	ACTIVITY	ACCNT	AU		BU	ORG	Activity	ACCNT	AU		
6			7					8			10	11	
Total Earnings to be reallocated					9								

A Completed Example

<b>EMPLOYEE NAME:</b>			<b>EMPLOYEE ID:</b>			<b>PAY GROUP:</b>			<b>Time Period Covered</b>			<b>CONTROL NUMBER:</b>	
John Smith			000000000			HRL			10/1/18-11/15/18				
REC #	FROM CHARTFIELD					REC #	TO CHARTFIELD					Code	\$ Amount
	BU	ORG	ACTIVITY	ACCNT	AU		BU	ORG	Activity	ACCNT	AU		
0	02	91023		50050	1	0	02	61622		50050	1	REG	52.74
												X04	5.31
Total Earnings to be reallocated		58.05											

<b>EMPLOYEE NAME:</b>			<b>EMPLOYEE ID:</b>			<b>PAY GROUP:</b>			<b>Time Period Covered</b>			<b>CONTROL NUMBER:</b>	
John Smith			000000000			HRL			10/1/18-11/15/18				
REC #	FROM CHARTFIELD					REC #	TO CHARTFIELD					Code	\$ Amount
	BU	ORG	ACTIVITY	ACCNT	AU		BU	ORG	Activity	ACCNT	AU		
0	02	91023		50220	1	0	02	61622		50220	1	X04	36.41
Total Earnings to be reallocated		36.41											

EXPLANATION: 12

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<b>REQUESTED BY:</b>	<b>EXT:</b>	<b>DATE:</b>
13	14	15