

University of Waterloo

Salary Expense Transfer Request

Transfer funds for employee:

First Name:	Last Name:	Employee ID :
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This form is used to move salary and benefit amounts that have already been paid and processed to a different account(s). To request a change to where an employee's salary will be charged to on a go forward basis, please use the *Assign/Change Costing Allocation Request Form*.

Please note: Benefits must be transferred as well as earnings.

<p>Reason for transfer:</p> <p>Incorrect account details assigned by originator</p> <p>Effective date of award back-dated</p> <p>Ineligible expense Data input error</p> <p>Other</p>	<p>Please identify the original expenditure in the General Ledger (GL) as follows:</p> <p>A copy of the related salary detail report showing the account details to which the amount(s) was originally charged must be attached to support the transfer.</p> <p>GL period(s) transaction originally posted to:</p>
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Note: If any research accounts in **Fund 105** are being charged, a Research Financial Compliance & Eligibility Stamp is required.

Original account details charged:

EARNINGS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
EARNINGS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
EARNINGS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
BENEFITS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
BENEFITS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
BENEFITS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	

Correct account details to be charged:

EARNINGS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
EARNINGS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
EARNINGS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
BENEFITS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
BENEFITS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	
BENEFITS	-			
ACCOUNT	WORK ORDER	ACTIVITY	AMOUNT	

Approvals:

Account Authorization Signature: _____

Date: _____ Name (Please print): _____

MM/DD/YYYY

Financial Officer/Executive Assistant Approval: _____ Name (Please print): _____
