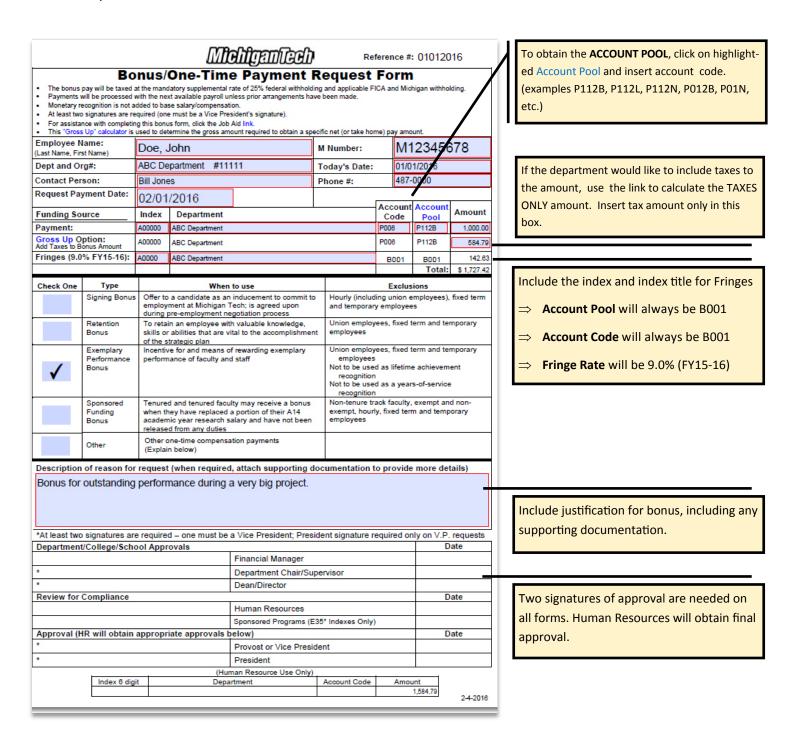


Effective, August 1st, 2015 the bonus forms have been updated to include a *Request for Transfer form*. This additional step will ensure that all funds are in the proper location before paying the bonus. A *Request for Transfer form* was added to the bonus form for occasions when a bonus is paid out of an index other than the employee's payroll index. This extra step is completed by Human Resources.

NOTE: The Request for Transfer form is used ONLY when the bonus is paid from an index other than the employee's payroll index. The bonus amount including fridge rate must be transferred into the employee's payroll index (including Fringe benefits at 9.0% for FY15-16).



NOTE: If this bonus is being paid from an index other than the employees payroll index, please also submit the Page 2 Request for Transfer form. HUMAN RESOURCES WILL OBTAIN THE PAYROLL INDEX.



There may be occasions when the Bonus is paid from an index other than the employee's payroll index. When this occurs, a transfer is necessary. The bonus form auto fills the information into the *Request for Transfer Form*. Please submit both forms together and your Employment Services Representative will gather the additional information.

NOTE: Human Resources will complete the INCREASE BUDGET index and department name area.

To: Financial Services and Operations			Request for Transfer		FOR BUDGET USE ONLY One-Time-Only Allocations BD04 Interfund Transfer FT01	
ROM:	Bill Jones	PHONE:	487-0000	ABC Department #11111	4	1/1/2016
	(Name)			Department	1	(Date)
REDUCE B	UDGET (Rule Class BD04 entries, on	ly)		INCREASE BUDGET (Rule Class BD04 entries, or	N/A	65 61
1,000	Account Number	1.00.00	AMOUNT OF	Account Number		AMOUNT OF
ndex digit	Department	Account Code 4-5 digit	CHANGE	Index 8 digit Department	Account Code 4-5 digit	CHANGE
100000	ABC Department	P112B	1,584.79	The state of the s	J. Congn.	1,584.
35-57-77						
0000	ABC Department	B001	142.63	NOTE: No E* indexes, except E	B001	142
			-	NOTE: NO E- Indexes, except E	35"	
				75		
	Change: One-Time Payment Request Form	TOTAL (1,727,42 er: 01012016		TOTAL [ncial Services Total	\$ 1,727.42
uman Resou					(0.000.000.000.000.000.000.000.000.000.	\$ 1,727.42 Date

If you have any questions, please contact Human Resources at 906-487-2280.