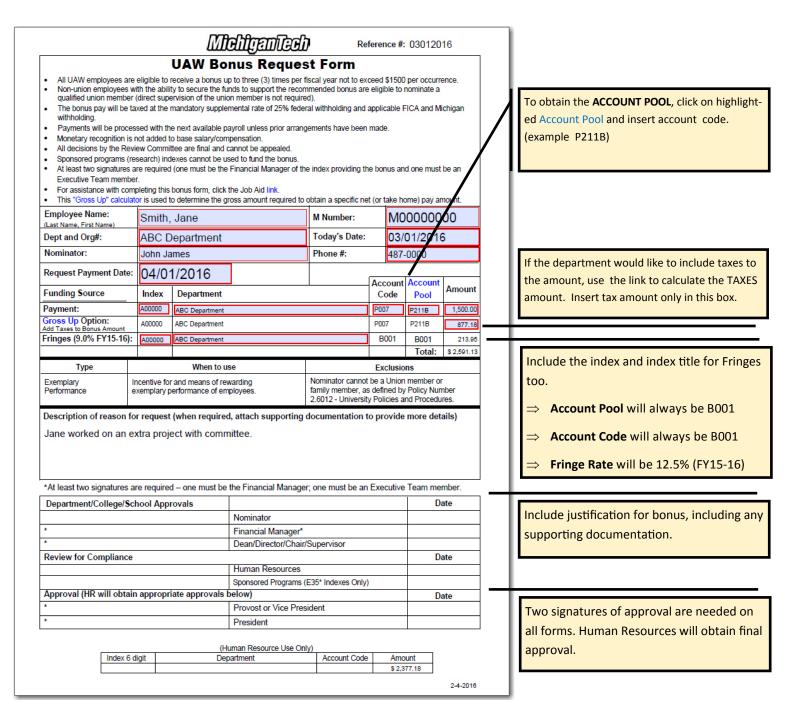


Effective, August 1st, 2015 the bonus forms have been updated to include a *Request for Transfer form*. This additional step will ensure that all funds are in the proper location before paying the bonus. A *Request for Transfer form* was added to the bonus form for occasions when a bonus is paid out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

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 12.5% for FY15-16).



NOTE: If this bonus is being paid from an index other then the employees payroll index, please also submit the Page 2 Request for Transfer form.



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.

To: Financial Services and Operations			Request for Transfer				FOR BUDGET USE ONLY One-Time-Only Allocations BD04 Interfund Transfer	
ROM:	John James	PHONE:	487-0000		ABC Department		FT01 3/1/2016	
KOM.	(Name)	FIIONE			Department		(Date)	
EDUCE B	BUDGET (Rule Class BD04 entries, only	)		INCREASE	BUDGET (Rule Class BD04 entries, only)			
ndex	Account Number  Department	Account Code 4-5 digit	AMOUNT OF CHANGE	Index 6 digit	Account Number  Department	Account Code 4-5 digit	AMOUNT OF CHANGE	
00000	ABC Department	P211B	2,377.18	o digit	- Control of the Cont	7 o digit	2,37	
00000	ABC Department	B001	213.95			B001	213	
					NOTE: No E* indexes, except E35*			
ITERFUNI	D TRANSFER (Transfers between differ	rent funds) T190 (out)		INTERFUND	TRANSFER (Transfers between different	funds) T140 (in)		
			_					
		тота	2,591.13			TOTAL	\$ 2,591.1	
Reason for	r Change:				Financial	Services Total		
	r Change: One-Time Payment Request Form	Reference Numb	er 93012016	;	Financial	Services Total		
Bonus / (		Reference Numb	er: 03012016	;	Financial	Services Total		
Bonus / (	One-Time Payment Request Form	Reference Mumb		Budget Office Required for		Services Total	Date	