

Payroll Reallocation Procedures

Name – The name of the individual of whose payroll is being reallocated

MTU ID# - The Michigan Tech ID number of the person whose payroll is being reallocated

Department Name – The Department where the person filling out the form is located

Phone – The phone number for the person filling out the form

Contact Person – The name of the person filling out the form

Pay Period Number – the pay period number for the payroll that is being reallocated

\$ Payroll Expenditure – The amount of payroll being reallocated (NOTE: THIS NUMBER DOES NOT INCLUDE FRINGE BENEFITS)

Acct Code - The four digit index code where the payroll is charged (The account code listed must be the same as the account code on the payroll report, the account code the person was originally charged to)

From (Credit) Index – The six digit index where the payroll is currently charged (where the payroll is being moved from)

To (Debit) Index – The six digit index where the payroll should be charged (where the payroll is being moved to)

Justification – An explanation as to why the reallocation is necessary. This must include an explanation of how the error occurred, how the expenditure is related to the project receiving the expenditure (stressing the benefit to the project receiving the expenditure). For closely related projects, the explanation should include why the expenditure can be charged to either project.

Signature Section –

Financial Manager/PI – This signature is required by all Financial Managers/Principal Investigators for all of the indexes affected by the reallocation (debit or credit).

Department Chair/Director – This signature is required for reallocations made more than 60 days after the date of the original charge for all departments affected by the reallocation.

Dean/VP – This signature is required for reallocations made more than 90 days after the date of the original charge for all areas affected by the reallocation.

A copy of report HYOPAYE001 showing the charged must be attached to the reallocation.

If the reallocation includes Research Indexes please forward the form to Research Accounting (Room 310) for approval. If there are no Research Indexes please forward the form to the payroll office.

All incomplete forms will be returned to the contact person.