

Payroll Transfers

April 11, 2012

Agenda

- Process Overview
- Things to know
- Roles
- Approvals
- Demonstration
- Training

Process Overview

What is a Payroll Transfer?

A Payroll Transfer is the movement of payroll expenses from one funding source to another.

Things to know

- Payroll expenses cannot be transferred from one department to and another across fiscal years.
- The system will not allow a user to transfer a check a second time while the first transfer is still in progress.
- Either the primary and secondary expense manager can approve the transaction.
- Payroll Transfers can be done for payrolls from July 1, 2010 to present.
- Transfers required for checks prior to July 1, 2010 are done via journal entry.
- 100% payroll transfer are done by changing the department/project on the “Transfer To” section.

Things to know

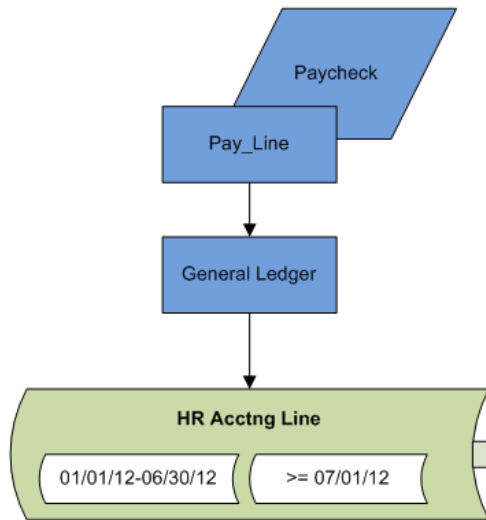
- Once a payroll transfer has been created, it will no longer be available under Create - Search page. Any payroll transfer created, even if denied, will be available under View/Modify with history.
- The View/Modify page allows you to modify and resubmit.
- All lines must be approved for the payroll transfer to be processed. If any line is denied, the entire transfer is denied.

Things to know

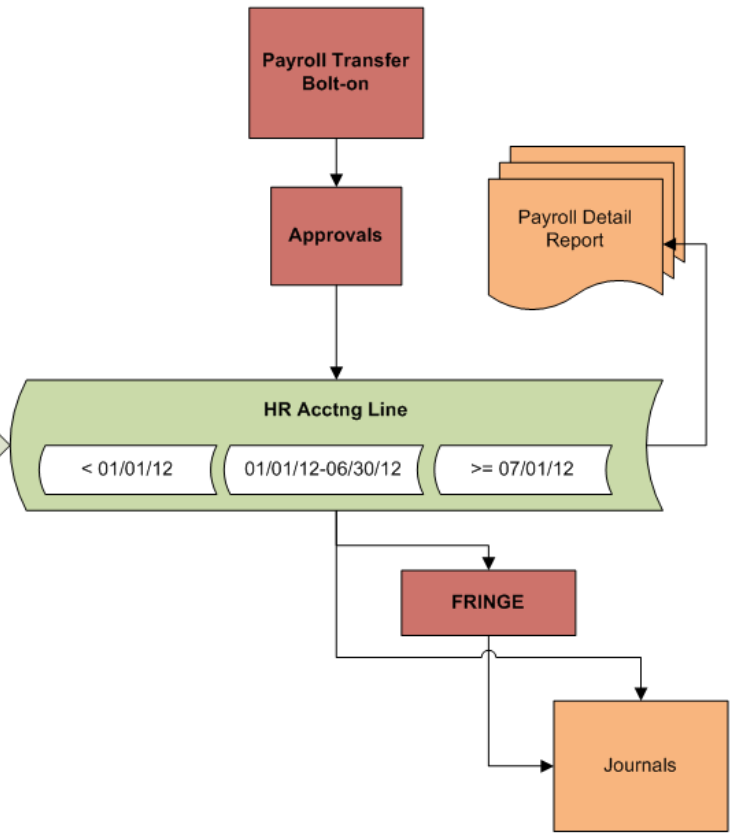
- The roles identified by the Division of Research for project approvals will have the authority to approve payroll transfers. This includes the instances where the Principal Investigators(PI) is not the Expense Manager, Project Manager or Post-Award Grant Manager.

Payroll Transfer Process

Human Resources



Financials



Approvals

Roles

Role	Description
Payroll Transfer Originator	Initiates the payroll transfer process. This can be anyone in the approval path or someone with Payroll Detail Report Access.
Reviewer	Expense Manager who receives notification that a payroll transfer was initiated from a department he/she oversees.
Expense Manager	Approves payroll transfers for activity department IDs under his/her Organizational Department ID. Either the primary and secondary expense manager can approve the transaction.

Roles

Role	Description
Project Manager	Approves payroll transfers for project IDs he/she oversees. Organizational Department ID. The Principal Investigator or Departmental Administrator assigned to the project.
Post-Award Grant Manager	Division of Research employee responsible for the particular project.
Division of Research	Approves project based payroll transfers which exceed 90 days from the original check date.
Academic Affairs	Approves departmental based payroll transfers for the academic units which exceed 60 days from the original check date.

Payroll Transfer Actions

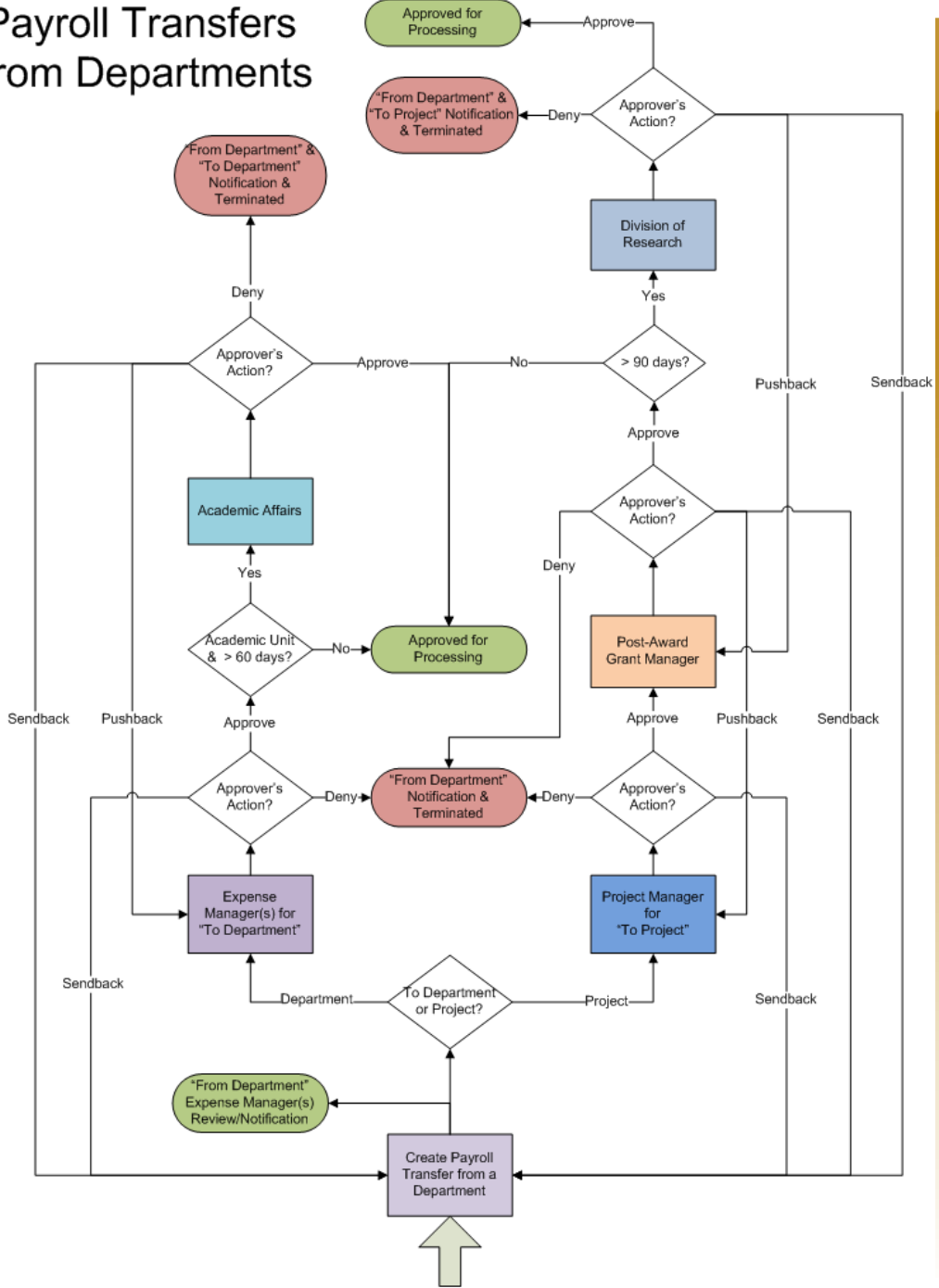
Action	Description
Save	Saves the Payroll Transfer transaction but it is not submitted for approval.
Submit	Routes the Payroll Transfers transaction for approval via workflow.

Action	Description
Approve	Submits the transaction for processing.
Deny	Terminates the payroll transfer and all lines are denied.
Pushback	Sends the transaction back one level to the previous approver.
Sendback	Sends the transaction back to the originator.

Approval Matrix

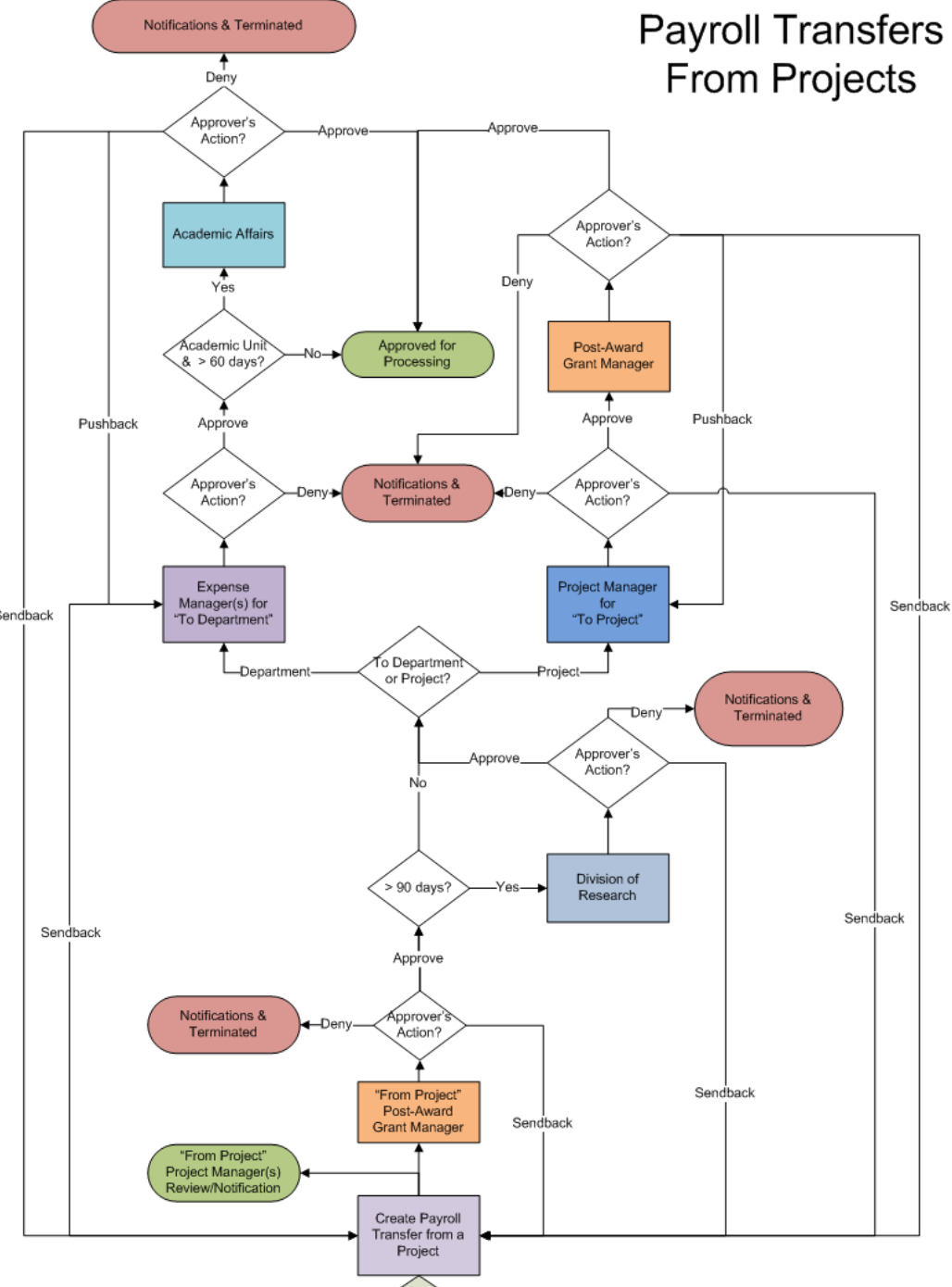
	“FROM” Department 2 Expense Managers	“FROM” Project Manager	“FROM” Project Post-Award Grant Manager	Project >90days Division of Research	“TO” Department 2 Expense Managers	“TO” Project Manager	“TO” Project Post-Award Grant Manager	Project >90 days Division of Research	Department >60 days Academic Affairs
Dept/Dept	Review/ Email				Approve				Approve
Dept/Proj	Review/ Email					Approve	Approve	Approve	
Proj /Proj		Review/ Email	Approve			Approve	Approve	Approve	
Proj/Dept		Review/ Email	Approve	Approve	Approve				Approve

Payroll Transfers From Departments



Approvals

Payroll Transfers From Projects



Approvals

Create Payroll Transfer

Create Payroll Transfer

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Create

Status Monitor

Create Payroll Transfers

Business Unit: FIU01

Original Check Date: 11/18/2011

Request Status: Pending

Check No: 0000462506

Move From: 11/18/2011

Panther ID: 1379607 Flores, Carlos A

Justification (Please answer in detail)

How and why did the error occur?

If over 90 days, why was the transfer not requested earlier?

What steps will be taken to prevent this from reoccurring?

Create Payroll Transfer

Transfer From: Find First 1-3 of 3 Last

Line: 1 Account: 771141 Salaries - Administrative Amount: 1,378.45
SpeedType: 110400603 Fringe: 439.45
Total: 1,817.900

Split By: Amount

Transfer To: Customize | Find | First 1 of 1 Last

Distrib Info Chartfields

Distrib Line	*SpeedType	*Distribution Percentage	*Distributed Amount	Fringe Amount	Total Amount		
1	110400603	100.00	1,378.45	439.45	1,817.900	+	-

Create Payroll Transfer

Transfer From: Find First 1-3 of 3 Last

Line: 1 Account: 771141 Salaries - Administrative Amount: 1,378.45
 SpeedType: 110400603 Fringe: 439.45
 Total: 1,817.90

Split By: Percentage

Transfer To: Customize Find First 1 of 1 Last

Distrib Line	*SpeedType	*Distribution Percentage	*Distributed Amount	Fringe Amount	Total Amount
1	110400603	100.00	1,378.45	439.45	1,817.90

Transfer From: Find First 1 of 1 Last

Line: 1 Account: 771141 Salaries - Administrative Amount: 3,034.48
 SpeedType: 156000107 Fringe: 967.39
 Total: 4,001.87

Split By: Amount

Transfer To: Customize Find First 1 of 1 Last

Distrib Line	*SpeedType	*Distribution Percentage	*Distributed Amount	Fringe Amount	Total Amount
1	156000107	100.00	3,034.48	967.39	4,001.87

Approvals

Approvals Overview

*Business Unit:

Panther ID:

Check Number:

Check Date:

Date From:

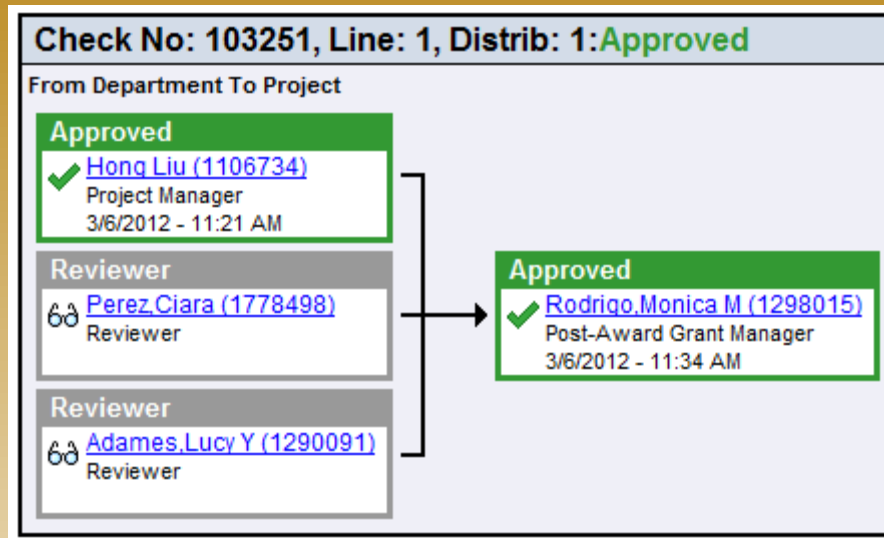
Date To:

Transactions Needing Approval										
Business Unit	Panther ID	Check Number	Accounting Date From	Original Check Date	Check Amount	Fringe Amount	Entered By	Transfer Status	Approval Step	Participant
FIU01	1388016	129225	02/24/2012	02/24/2012	2,758.62	879.45	1379607	Submitted	Department Approvers	Reviewer
FIU01	1388016	129225	02/24/2012	02/24/2012	2,758.62	879.45	1379607	Submitted	Department Approvers	Approver

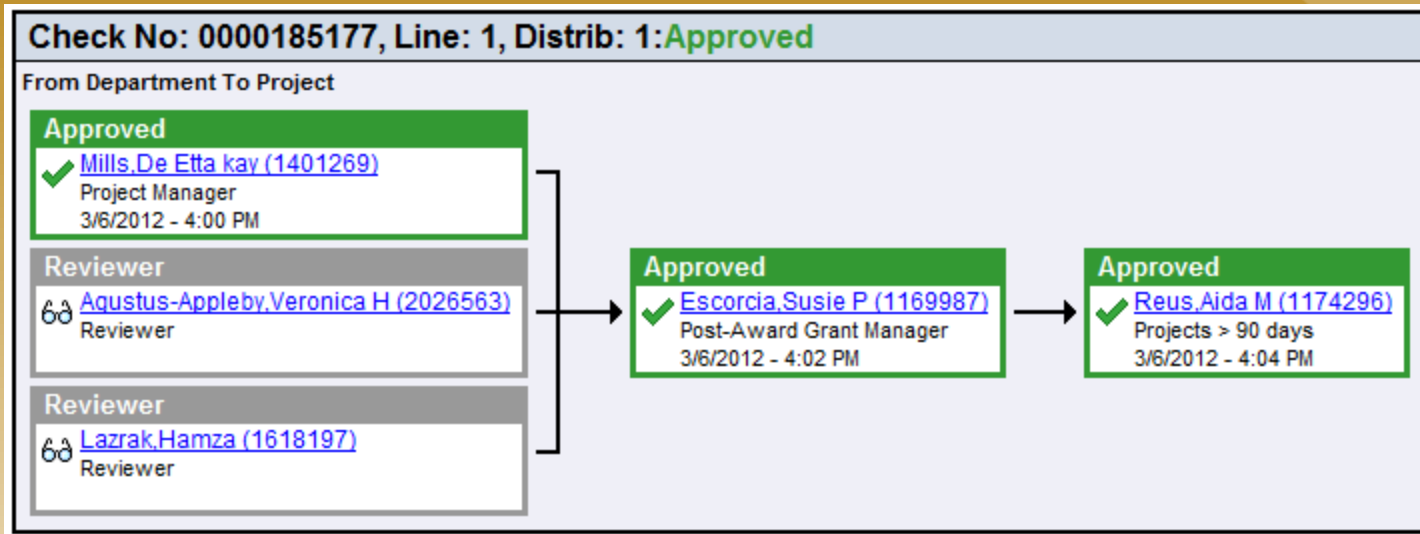
Department to Department

Check No: 0000524646, Line: 1, Distrib: 1:Approved
From Department To Department
Approved
✓ Perez,Ciara (1778498) Department Approvers 3/6/2012 - 11:24 AM
Reviewer
60 Perez,Ciara (1778498) Reviewer
Reviewer
60 Adames,Lucy Y (1290091) Reviewer

Department to Project



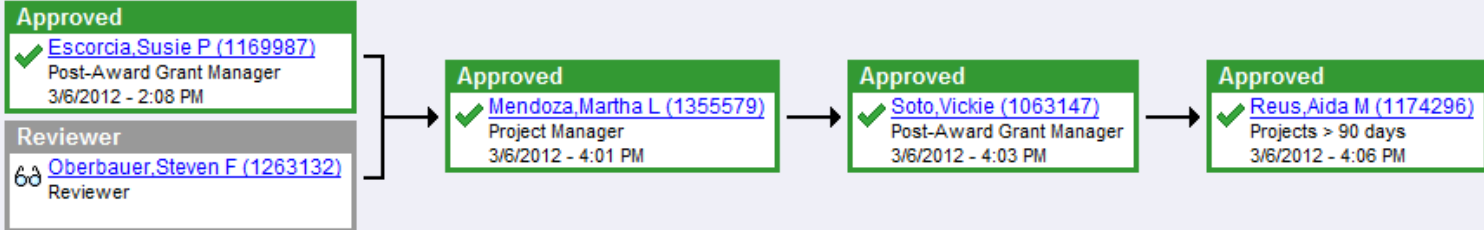
Department to Project



Project to Project

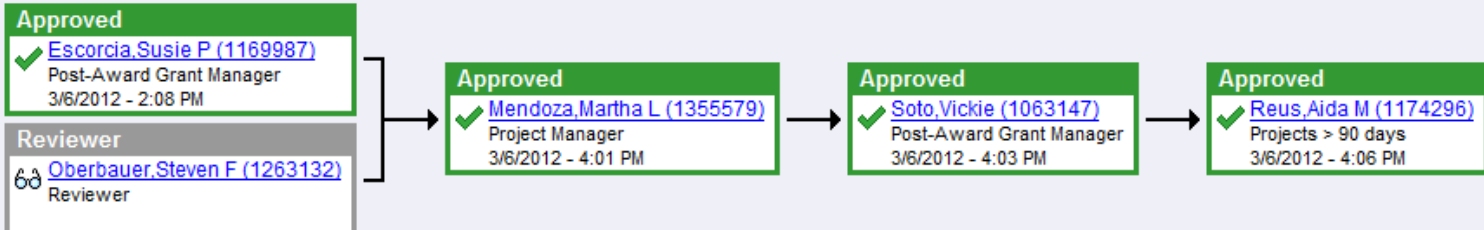
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From Project To Project



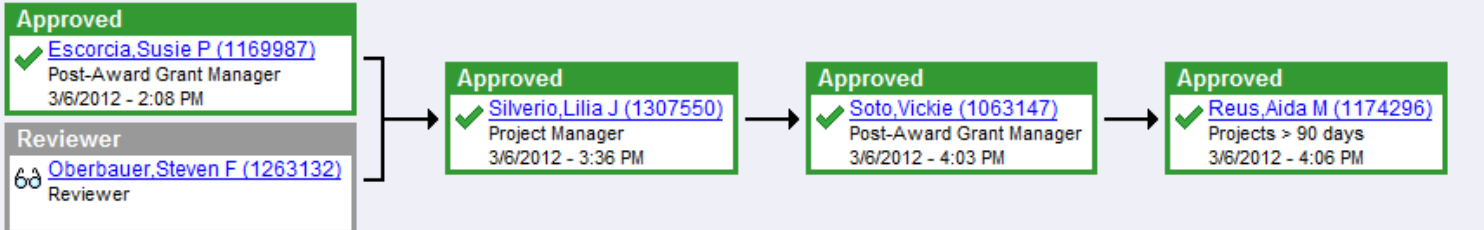
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From Project To Project

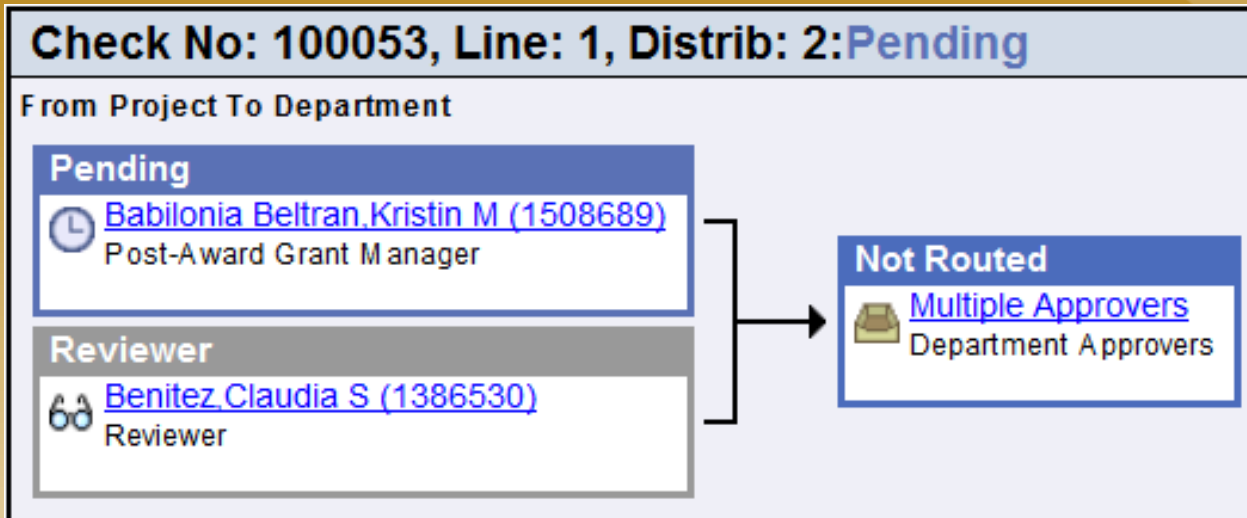


Check No: 0000303984, Line: 2, Distrib: 3: **Approved**

From Project To Project



Project to Department



Questions or Comments?