Payroll Transfers

April 11, 2012

Agenda

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

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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.
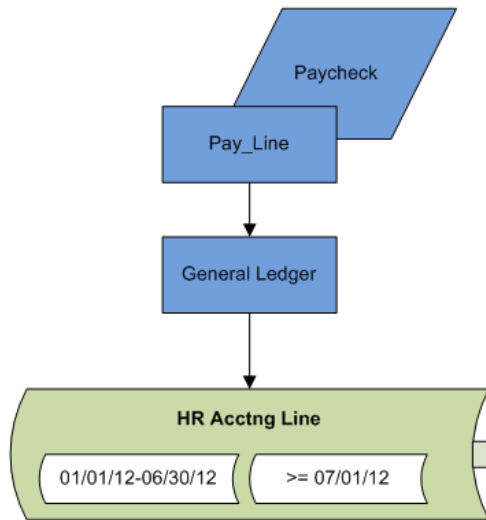
Things to know

- 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.
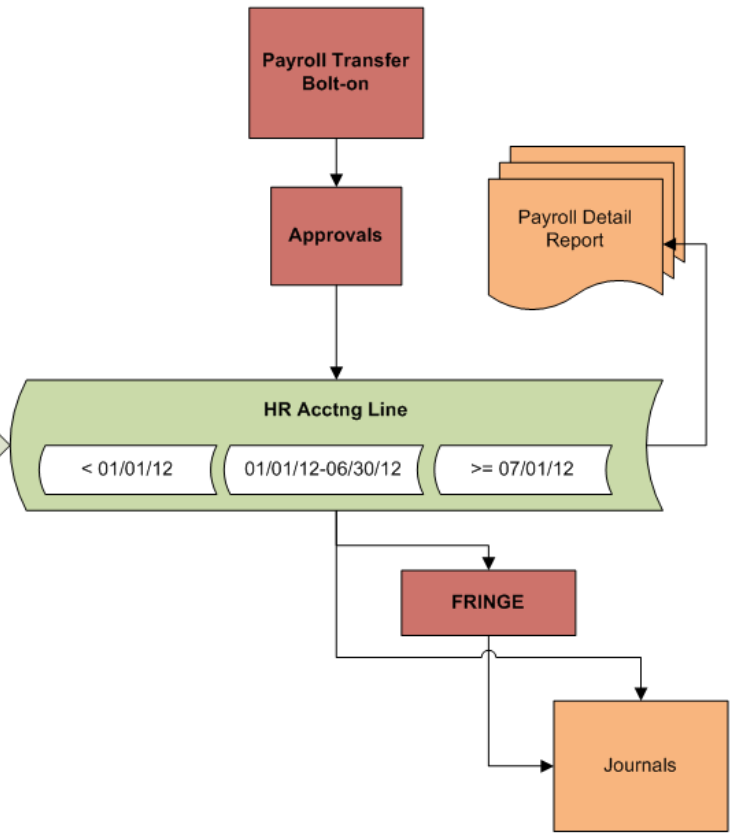
Things to know

- 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.

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.

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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
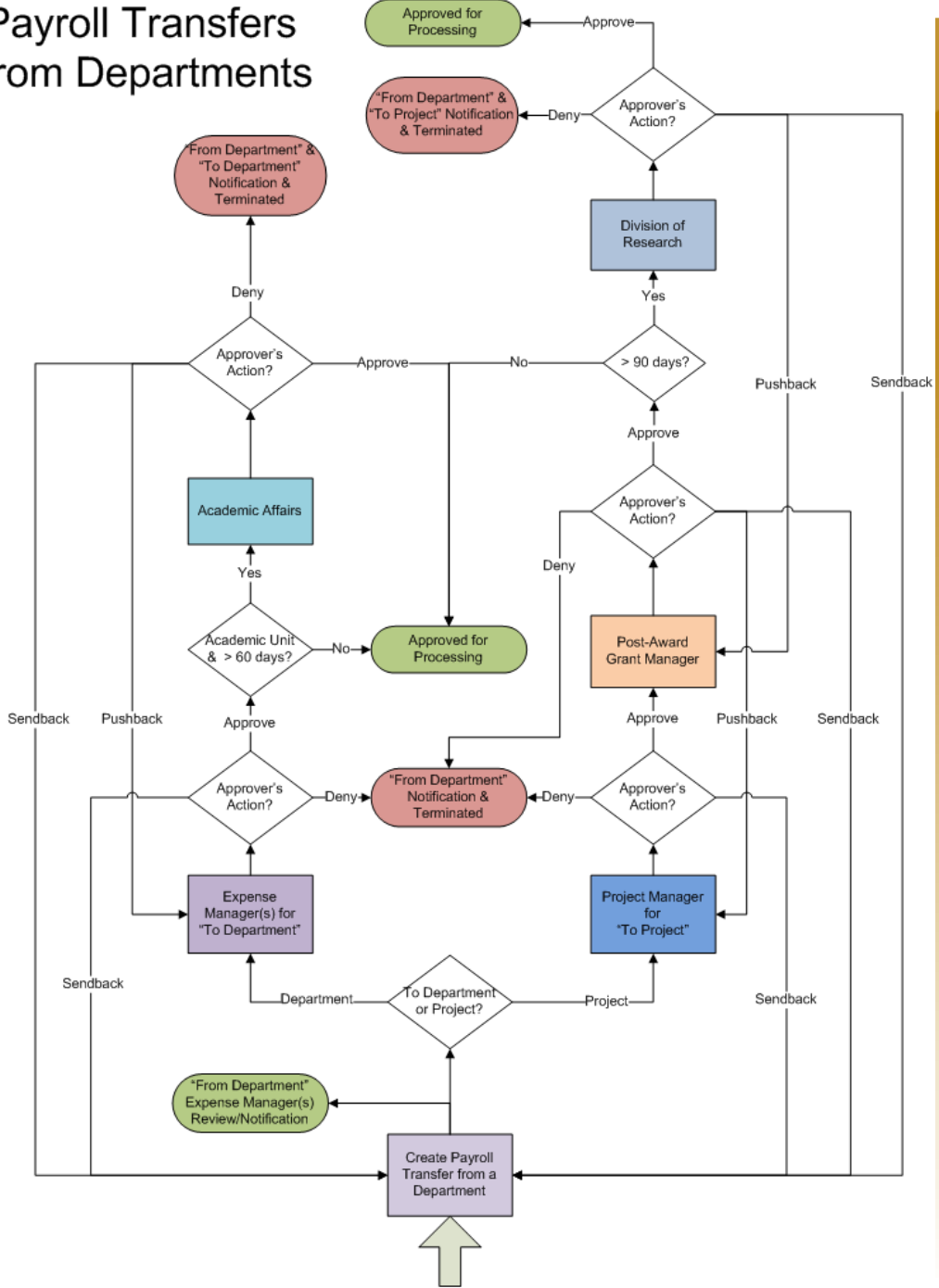
Approvals

Payroll Transfers From Projects
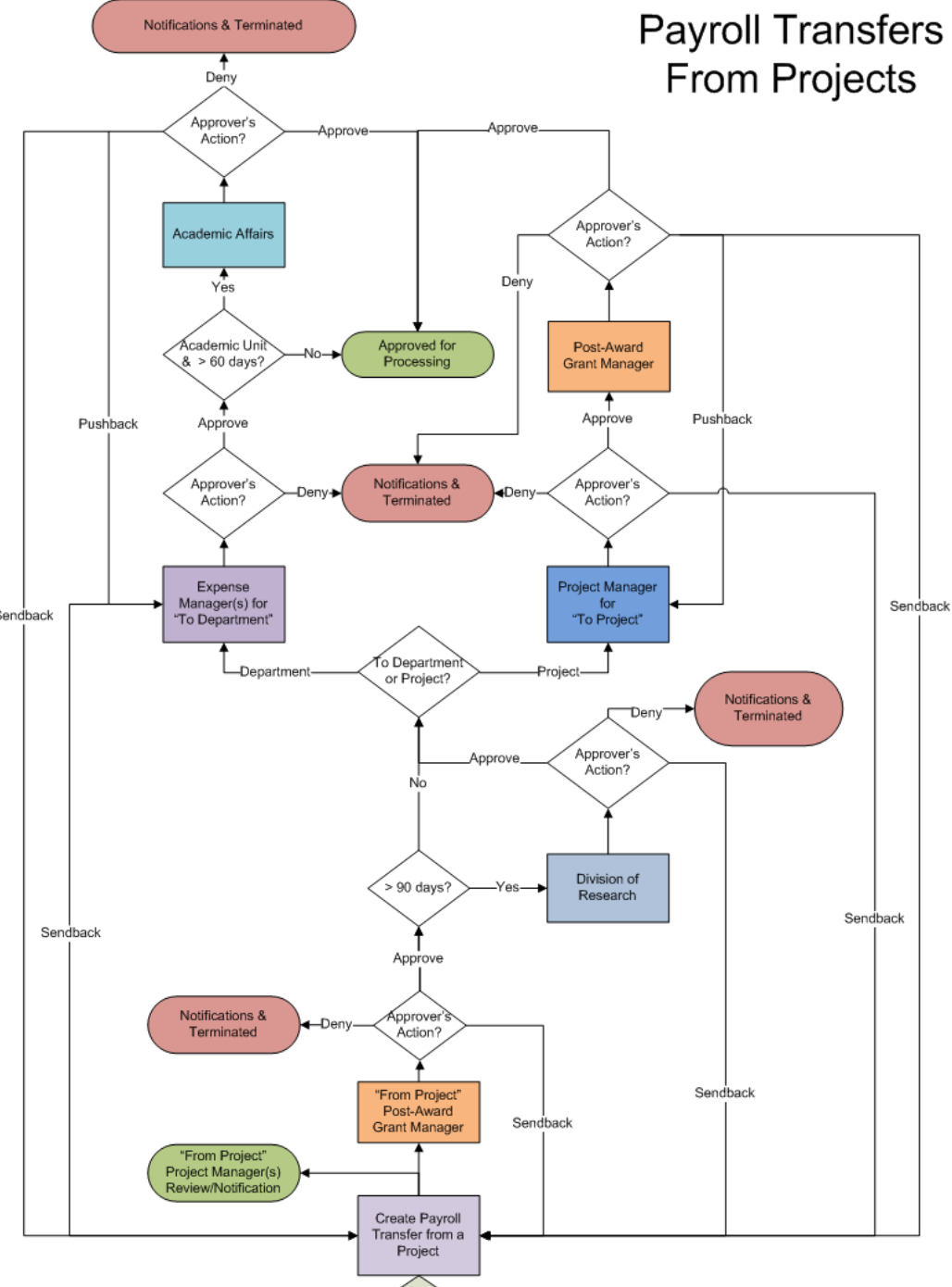
Approvals

Create Payroll Transfer

Create Payroll Transfer

Create Payroll Transfer

Approvals

Approvals Overview

*Business Unit: FIU01

Panther ID: _____

Check Number: _____

Check Date: _____

Date From: _____

Date To: _____

[Search]   [Clear]   [Refresh]

Transactions Needing Approval										Customize	Find	View All	🗗	🏢	First ◀ 1-2 of 2 ▶ Last
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

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Department to Department

Department to Project
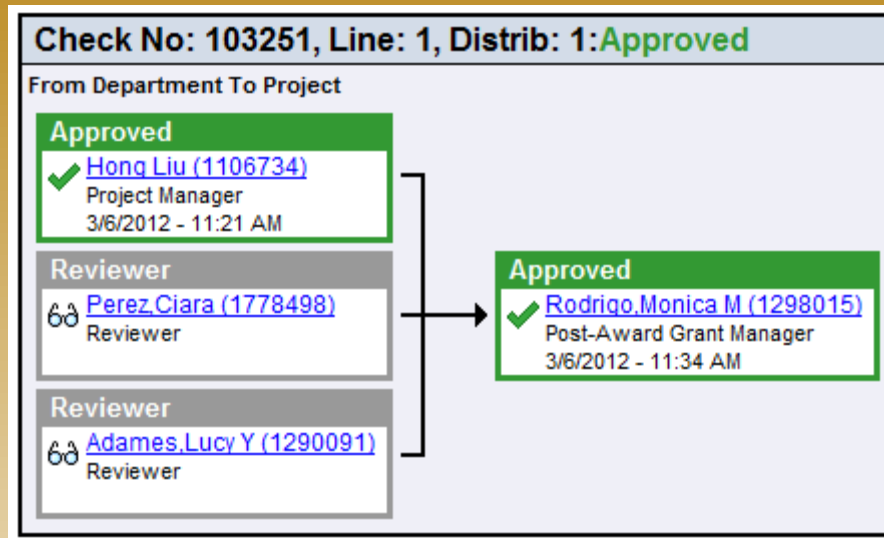
Department to Project
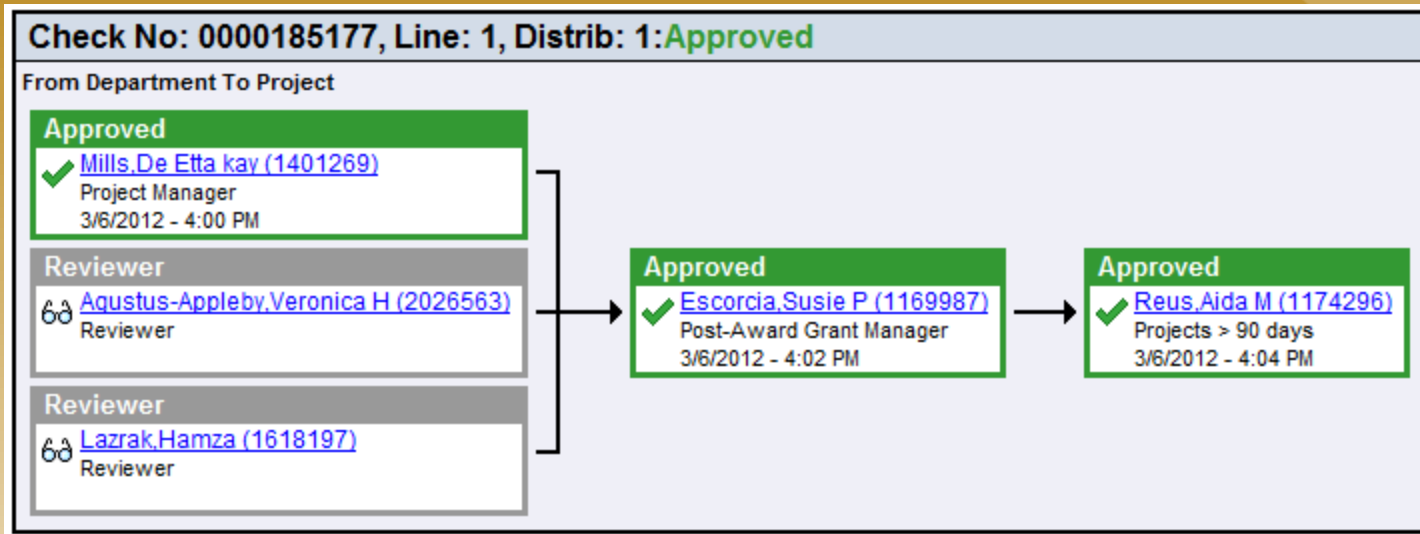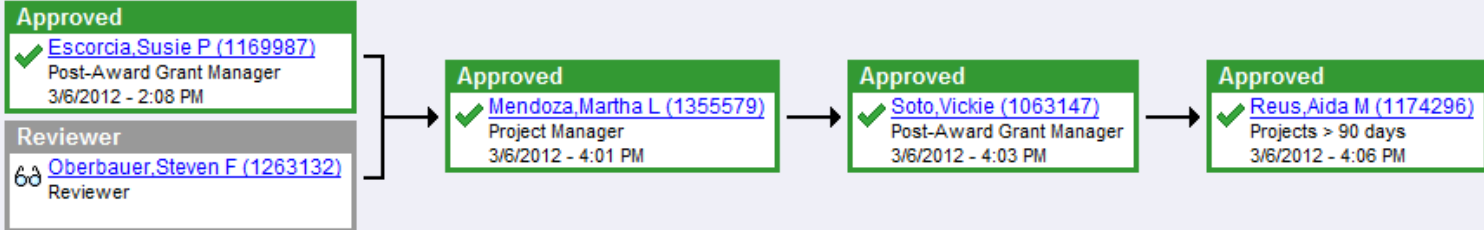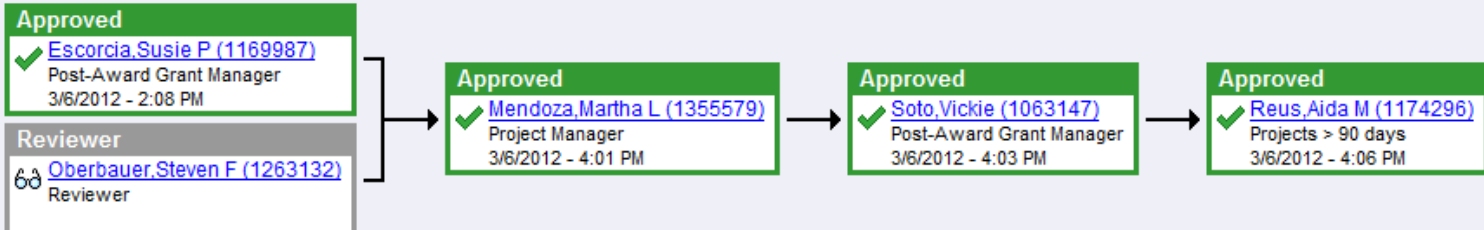
Project to Project
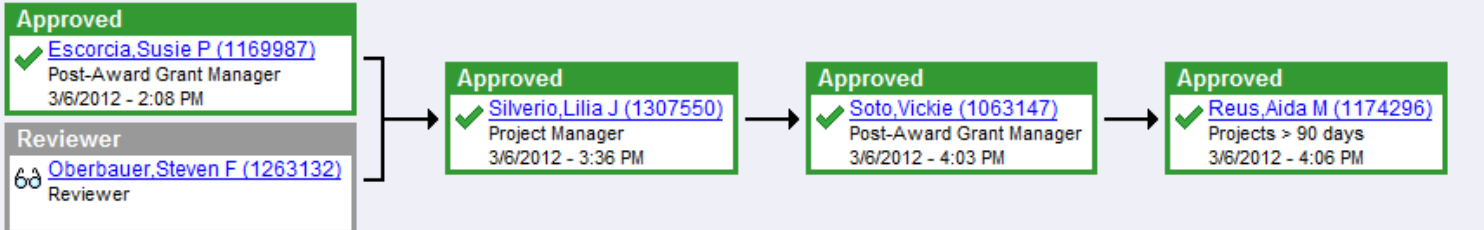
Project to Department

Questions or Comments?