

This is to request the transfer of salary expense(s) to a different account than what is currently recorded in the general ledger. Payroll Distribution Report (Cognos #339) is to be included with this request.

Business Unit/UCCE Location \_\_\_\_\_

Prepared By \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee ID/Position Number \_\_\_\_\_

Only enter funding lines that need to be transferred.								
Pay Period End Date	ERN Code	Chart	From Acct - Sub Account - Project	Salary (\$) Amt	Chart	To Acct - Sub Account - Project	Salary (\$) Amt to Transfer	Est Benefits (\$) Amt to Transfer

**Responses to all four questions below are required for approval of this Direct Retro request.**

1. Reason for transfer. Why was the expense not originally charged to the proposed account? Explain how the employee's work benefited the project now being charged.

2. Is this request within 120 days from when the original expense posted to the general ledger?

Yes

No If not, fully explain the events that led up to this late adjustment. (Expense transfers funded by federal or federal flow-through accounts cannot be approved after 120 days from when posted on the ledger)

3. Describe steps being taken to prevent this type of transfer in the future.

4. Is either of the accounts (from/to) an extramural account?  Yes  No

**Approval Signatures:**

PI for account Credited: \_\_\_\_\_  
Date

Unit/County Director: \_\_\_\_\_  
Date

PI for account Debited: \_\_\_\_\_  
Date

Business/Account Manager: \_\_\_\_\_  
Date

UCCE routing: Send to [uccepositionfunding@ucanr.edu](mailto:uccepositionfunding@ucanr.edu) (due to secured salary info)  
All other routing: Send to [ANRPayroll@ucanr.edu](mailto:ANRPayroll@ucanr.edu)  
Email subject line: DIRECT RETRO [employee name]