University of Waterloo
Salary Expense Transfer Request

Transfer funds for employee:

First Name: Last Name: Employee ID :

This form is used to move salary and benefit amounts that have already been paid and processed to a different account(s). To request a change to where an employee's salary will be charged to on a go forward basis, please use the *Assign/Change Costing Allocation Request Form*.

Please note: Benefits must be transferred as well as earnings.

Reason for transfer:	**Please identify the original expenditure in the General Ledger (GL) as follows:**
Incorrect account details assigned by originator	A copy of the related salary detail report showing the account details to which the amount(s) was originally charged must be attached to support the transer.
Effective date of award back-dated	
Ineligible expense Data input error	
Other	GL period(s) transaction originally posted to:

Original account details charged:

EARNINGS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
EARNINGS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
EARNINGS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
BENEFITS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
BENEFITS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
BENEFITS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT

Correct account details to be charged:

EARNINGS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
EARNINGS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
EARNINGS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
BENEFITS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
BENEFITS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT
BENEFITS			
ACCOUNT	WORK ORDER -	ACTIVITY	AMOUNT

Approvals:

Account Authorization Signature:

Date: Name (Please print):

MM/DD/YYYY

- -

Financial Officer/Executive Assistant Approval: Name (Please print):

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