

OSP Payroll Correcting Entry Request Form

Reference: Payroll Verification-Policy Number 22303 https://www.umsystem.edu/ums/policies/finance/payroll_verification This form MUST be used whenever a payroll expense is corrected. If the correction is beyond **ONE** year from the original date of payroll, submit request to OSP for payroll correction involving a sponsored project.

Questions regarding transfer request:

- Is this an allowable expense on the project? Yes No
- Is this transfer being done to fully spend out the project? Yes No
- Did this person work on the project? Yes No
- Does the transfer change the EVR by more than 5%? Yes No
- If yes, has the OSP administrator been contacted? Yes No
- Has the PAF been changed? Yes No

Date: _____ Form Completed By: _____ Name of Employee Whose Payroll is Being Transferred: _____ Empl ID: _____ **Reason for Transfer:** Please explain fully how the error occurred. Make sure the reason for transfer answers the following questions: **who, what, when, where, why** did it happen & plan as to **Zai** this error won't happen again. *(if more space is needed please attach additional sheets)*

Chartfield Transferring From:

MoCode	Fund	DeptId	Program	Class	Project Number
Pay End Date		Amount			Reference JE# If Applicable
Pay End Date		Amount			Reference JE# If Applicable

(if more than two pay end dates are being moved you can attach a sheet listing the dates and amounts)

Chartfield Transferring To:

MoCode	Fund	DeptId	Program	Class	Project Number
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Signatures

PI MUST authorize correction

*PI Name (Printed)	*Signature	Date
Department Chair <i>(If applicable)</i>	Signature	Date
2nd PI Name <i>(If applicable)</i>	Signature	Date
<i>(Required if transfer is from one PI's project to another PI's project)</i>		
2nd Department Chair <i>(If applicable)</i>	Signature	Date
Vice Provost and Dean <i>(If applicable)</i>	Signature	Date

FOR APPROVAL by OSP

For corrections of more than ONE year from original payroll date-OSP MUST review and approve

OSPA(s) Comments & Approval – each OSPA with projects affected must approve

Will this transfer make the project have excess revenue on either account? Yes No
Is sponsor approval necessary for this transfer? Yes No

Other OSPA Comments: _____

Printed	Signature	Date	MoCode
Printed	Signature	Date	MoCode

Vice Provost for Research / Designee	Signature	Date
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

Other Comments: _____

