

TM

REQUEST FOR SALARY TRANSFER

DATE: _____

TO: Payroll Analyst – Salary Transfers

FROM: Name: _____

Department: _____ Phone Number: _____

NOTE: This form should be used **ONLY** for salary transfers to correct ShortCodes for normal prior period adjustments entered into the Timesheet page. Department Budget Earnings changes should be processed for all other salary transfers.

Employee Name _____

UMID _____ **Empl Rcd#** _____

Pay Date _____

Employee Signature _____

Earnings Code	Amount \$	FROM ShortCode	TO ShortCode

Reason for salary transfer: _____

Other Information: _____
