

Transfers

SALARY

Transfers of payroll charges are processed weekly in conjunction with the supplemental payrolls. The Budgetary Salary Management System (BSM) automatically generates current fiscal year transfers nightly, based on personnel forms loaded on HRM that are in a current status. The transfers created are reviewed by Payroll and released into a batching system to be processed with the next transfer voucher.

Forms loaded to the HRM system that indicate a transfer of payroll charges for a prior fiscal year, are processed manually. Typically, only money between grant accounts can be transferred for a prior fiscal year.

Transfers for Ad Comp charges as well as Special Appointments are also processed manually, once an approved form requesting the transfer is current.

WAGE & STUDENT

All transfers are manually processed as needed, based on current XCSF forms on the HRM system. These transfer vouchers are also run weekly with the supplemental payroll.

Forms indicating a transfer of prior year charges should only move charges within grant accounts.

CHANCELLOR'S STUDENT AID & WORK STUDY

Chancellor's Student Aid and Work Study allocations are monitored throughout the year. Once an allocation has been exhausted a transfer of any overages is processed and charged to the department state operating account.