

**University of Wisconsin-Extension
Salary Payment Transfer Request**

Name: _____

Appointment ID: _____ Date Prepared: _____

Calculation ID	Pay/Par Period	Fund	Dept ID	Project/Grant	Program	Account Code (SFS)	Salary Per Period	Amount to Transfer
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W A S	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____

S / B	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____

Reason for Transfer (Use additional sheet if necessary) (**Note:** Simply stating "Clerical Error" is unacceptable.)

Check here if PA has been sent to the Payroll Office

Approvals

Project Director _____	Date _____	Divisional Representative _____	Date _____
Departmental Representative _____	Date _____	PAR Representative-Office of Extramural Support (133/ 144/161 Funds) _____	Date _____

For Accounting Services Use

Salary Transfer Number _____ Entry Date _____ Entered By _____

(Instructions on Reverse Side)

University of Wisconsin-Extension
Salary Payment Transfer Request (SPTR)

Purpose. Change funding source distribution of salary charges already posted to the Payroll Encumbrance File.

Instructions. List amounts to be transferred by Pay/Par Period. Show the total payment in the "Salary per Period" column and the amount to transfer in the "Amount to Transfer" column in the "Was" section of the SPTR. In the S/B section of the SPTR, list the funding string where the payment is to be transferred to. **Note:** Only one calculation id/pay/par period allowed per line. When transferring partial payments, it is **not** necessary to show the balance of the remaining portion of the payment in the S/B section of the SPTR. Only show the actual amount being transferred. Fill in Name, Appointment ID, Date Prepared, Calculation ID, Pay/Par Period, relevant accounting information, and Reason for Transfer. Route the Salary Payment Transfer Request as specified below.

Complete and attach the Personnel Action (PA) form to change salary encumbrances corresponding to this SPTR and/or future salary charges.* SPTR does not move encumbrances. The PA form does not move payments already posted. **Note:** The SPTR will not be processed unless the PA form or similar document is attached to the SPTR.

Routing. After the divisional representative approves the SPTR, the SPTR and the appropriate documentation should be sent to UWEX Accounting Services (104 Extension Building).

Note: If any information is missing, the SPTR will be returned to the divisional business office.

*If the PA form has been sent to Payroll, please check the box after "Check here if PA has been sent to the Payroll Office".