



Administration and Finance

Policy No: 3311

Policy Name:
Cost Transfers

Effective Date:
May 4, 2007

Policy:

- A. Cost transfers should be minimized. All attempts should be made to charge costs correctly with the original posting.
- B. Payroll cost transfers (budget retros and direct retros) must be processed as soon as a department is aware that an employee's activities changed or as soon as the error is recognized.
- C. Non-

Revision Date:



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Purpose:
To ensure the timely adjustment or correction

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- c. Review a PCD for pay period(s) entered on the direct retro request to ensure that there was sufficient salary paid to that individual on the chartstring being credited for the period being transferred.
- d. If the form affects spo

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Restrictions and Exclusions:
N/A

Related/Impacted Policies:
Effort Reporting

Sample Forms:
Direct Retro Request Form (see FSPR website)