



# The University of Oklahoma - Norman Campus - Payroll Expense Transfer Request

This form is only to be used for correcting past payroll actions. Only a Personnel Action Form is required if the pay distribution change will affect future payrolls. (updated 12/17/02)

Employee:	EMPL ID	EMPL REC	Last Name	First Name	MI

Payment was charged as follows:				
Account Number CUFS Object Code	Check Number (Payroll use only)	Payroll Period End Date	Check Issue Date (Payroll use only)	Payment Amount

A separate form is required for each pay period, and for each account of split appointment for a period. If an appointment is split, and one account or a partial amount of an account is incorrect, the full payment to that account should be reflected in the section above. The corrected distribution should be reflected in this section. Payment should be charged as follows:

Account Number CUFS Object Code	Check Number (Payroll use only)	Payroll Period End Date	Check Issue Date (Payroll use only)	Payment Amount
Total Payment Amount:				

Justification/ Remarks:

Prepared By	Phone	Date

Approval Signatures		
Budget Unit:		Date:
Dean / Director:		Date:
Grants and Contracts:		Date:
Provost / Vice President:		Date:
Human Resources:		Date: