

**FOR SPONSORED RESEARCH PROJECTS ONLY –
HOW TO FORMAT COST TRANSFERS THAT INVOLVE PAYROLL**

Updated 02.03.2014

Please note the following **NEW** requirements for any journal line entries that contain payroll information for C&G accounts only.

These do not apply to journal line entries for fringe, FICA, etc. - ONLY salary.

Journals that do not contain this formatted data will be returned to the originator with an explanation in the “Comments” section (ORC will contact the originator as well). Correctly formatting the data will help payroll data transfer accurately and therefore, push the most current data from People Soft into the effort reporting system, ECRT. If you have questions, please contact your ORC Compliance staff member.

1. Job Code numbers for OPS and USPS employees:
 - a. Job Code numbers for OPS and USPS employees must be included in the “**Long Description**” field of the ID Transfer Header. **Exclude GRA, Adjunct Faculty and Instructor OPS positions.**
 - b. Position descriptions for OPS and USPS payroll transfers must be attached to the ID Transfer along with a completed Cost Transfer Explanation Form. **GRA, Adjunct Faculty and Instructor OPS position descriptions are not required.**
2. Supervisor’s first and last name for all OPS, USPS and Post Doc employees must be included in the “**Long Description**” field. For multiple payroll entries please reference the employee name with each supervisor name.

3. The following fields on the Journal Entry Lines page need to follow this specific format:

REFERENCE field must only include the employee's identification number in this format:
EMP1234567

JOURNAL LINE DESCRIPTION field must begin with the pay period ending (PPE) date in the following format:
one pay period - No spaces & only 2 digits for the year PPEmddy
multiple consecutive pay periods – No spaces & only 2 digits for the year PPEmddy-PPEmddy
multiple non-consecutive pay periods **OR** payroll that spans **2 ECRT periods** - each pay period must be captured on a separate line

NOTE: Be sure to use separate lines for payroll from different ECRT periods and for each person. Do not put payroll from multiple ECRT periods on one line

Please notice that all of these formats have the following in common:

- **NO SPACES** between the letters and numbers
- **NO SLASHES** between mddy
- Only **two digits** are used **for the year**

Salary Transfer Account Codes that **require** PPEmddy format:

711101	711201	711301	712101	712401
712402	712403	712501	712602	712603

EXPLANATION FORM

- For journals under 90 days, the first two questions must be completed along with the appropriate signature.
- For journals over 90 days, all four questions must be answered along with all the appropriate signatures.
- All supporting documentation must be attached to support reason for journal request

UCF 2014 Payroll Schedule can be found at:

http://hr.ucf.edu/files/Pay_Schedule_Deadlines1.pdf

