



University at Albany
Salary and Wage Cost Transfer Form

Instructions: To request the transfer of previously charged salary and wages, please complete all fields below including a detailed justification. Any cost transfer request more than 90 days old will be considered on a case by case basis and only with proper justification. Additionally, AMS reserves the right to reject any cost transfer request which places the University at risk for an audit finding or disallowance. Requests to distribute current and future salary and wages must be submitted on a Labor Distribution Form.

Completed forms should be submitted to AMS, MSC 100A

Employee Last Name:		Employee First Name:		Middle Initial:	Job Title:	Employee Number:
Current Distribution – complete this section to indicate where the employee’s salary and wages currently reside.						
Project	Task	Award	Start Date	End Date	% of salary charged to account	Salary amount (only when transferring a specific dollar value)
Actual/Corrected Distribution – complete this section to indicate where the employee’s salary and wages should have been applied.						
Project	Task	Award	Start Date	End Date	Correct % of salary on account	Salary amount (only when transferring a specific dollar value)
Justification is required and must address the following questions: 1) Why the transfer is being requested; 2) Why the charge wasn't allocated appropriately when it was incurred; and 3) Why the charge is appropriate for the new award. (Attach additional documentation as needed)						
I certify the employee's effort was devoted as indicated above and verify the charges are appropriate on the account.			Office use only		Additional campus signatures as required	
_____ Project Director/Authorized Designee (Date)			_____ Sponsored Funds Financial Management (Date)		_____ (Signature) (Date)	