PAYROLL TO BE MOVED FROM

Employee Name	Employee ID	Record #	*If this is an ongoing move, submit a Position Control Action Request form to HR.*

Reason for Move:

Position Number	Department	Fund	Program	Class	Grant/Project

Additional fields are to be used if Original Pay was a split pay:

Position Number	Department	Fund	Program	Class	Grant/Project

Position Number	Department	Fund	Program	Class	Grant/Project

PAYROLL TO BE MOVED TO

Position Number	Department	Fund	Program	Class	Grant/Project

Posted payroll amount to be moved (current fiscal year only):

Jul	Aug	Sep	Oct	Nov	Dec

Jan	Feb	Mar	Apr	May	Jun

PAYROLL TO BE MOVED TO (if split 2 ways)

Position Number	Department	Fund	Program	Class	Grant/Project

Posted payroll amount to be moved (current fiscal year only):

Jul	Aug	Sep	Oct	Nov	Dec

Jan	Feb	Mar	Apr	May	Jun

PAYROLL TO BE MOVED TO (if split 3 ways)

Position Number	Department	Fund	Program	Class	Grant/Project

Posted payroll amount to be moved (current fiscal year only):

Jul	Aug	Sep	Oct	Nov	Dec

Jan	Feb	Mar	Apr	May	Jun

Attach supporting LCD Report and other relevant backup documents before routing for signatures

SIGNATURES (REVIEWERS AND APPROVERS)

	Print Name	Signature	Date	Comments
Form Completed By:				
PI Approval (for grants):				
Dean/Director/AVP Approval:				
Division Budget Lead Review:				
SPPA Reviewer (for grants):				
SPPA Approver (for grants):				
HR Position Control Analyst:				

For HR Use Only	Position # Status: ☐ Same ☐ Updated to:	Fund BK001 Impact:
	Account # Status: ☐ Same ☐ Updated to:	Payroll Move Status:

Rev. 08/2022