

The Payroll Move Form is used when salary and benefit expenditures for an employee must be moved to the appropriate source of funding. You must have the ability to log into PeopleSoft and have access to the Labor Cost Distribution (LCD) report modules. If you do not have access, contact your Division Budget Lead, or direct the request for a payroll move to the appropriate personnel.

Login into myHR to run the "Expenditure Projection Report" (required report for the Payroll Move Form).				
Navigate to: www.csub.edu Click the "AccessCSUB" link above the search box.	1 AccessCSUB myCSUB Blackboard Support CSUB Search Q S & AID STUDENT LIFE ATHLETICS NEWS & INFORMATION			
Click the " myHR " link.	WHAT'S NEW?			
Log in with your CSUB credentials.	CSU Bakersfield AccessISUB- my/SUB Need Help?- Welcome to mp/HR A User Login A User Login First-line user? Dick Here Het ID First-line user? Dick Here Configure your mobile, taboles, and bactops to use the new VFI- EDBOAM for a fast score, and easy context. Username is port to CSUB with a context service inflo. Passandi Configure your mobile, taboles, and bactops to use the context service inflo. 2 Passandi Caforne state thoreact free cross effective endition. 3 Fastson Caforne state thoreact free cross effective endition. 5 State Intername State University. Dataset refer (CSUB) with the score free cross effective endition.			
 Navigate to the report screen. Main Menu CSUB Processes LCD Processes "Expenditure Projection Report" 	Faronice Main Menu* Bearch Menu: Image: CSUB Processes CSUB Employ CSUB Student Administration Personal Set Serice Payrol for North America Holloy Table Payrol for North America Payrol for North America Payrol for North America			
If this is the first time running this report, you will need to "Add a New Value". After adding a new value, you will be able to select it from a list for future reports.	Expenditure Projection Report Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value 1 Search Criteria Search by: Run Control ID begins with			



Type "Expense_Projection".	
You can name the report as you wish, however ensure that there are no spaces between words; you can use an "_" underscore between words. Click "Add".	Eind an Existing Value Add a New Value Run Control ID: 1 Add 2
 Type "BKCMP" for the Business Unit. 	Lcd Exp Projection Run Control ID: _Expense_Projection_ Report Manager Process
 Type the fiscal year (2021 for FY 2021-22). 	Language: English v 4
 Type the department ID. You can also search via the looking glass. 	Business Unit: BKCMP & Bakersfield Campus 1 Fiscal Year: 2021 2 "Department: D21110 Q Budget & Res Plan Services 3
4. Click "Run".	🖷 Save 🔯 Return to Search 🍋 Previous in List 4 Next in List 🖻 Notify 💽 Add 🖉 Update/Displ
 Click the dropdown menu for "Server Name" and select PSUNX. Click "OK" 	Process Scheduler Request User ID 900188455 Run Control ID _Expense_Projection_ Server Name [PSUNX V 1 Run Date 08/10/2022 IS Recurrence V Reset to Current Date/Time Time Zone Process List Server Description Process Name Process List Server Description Process Name V Vieb V PDF V Distribution CK 2 rel
The screen will return to the LCD Expense Projection dialogue.	
 Click the "Process Monitor" link to see the status of the report. 	Report Manager Process Monitor 1 Process Instance:19166866 1 or Q Type V Last V 1 Days V Refresh
 Refresh until the run status and distribution status say "Success" and "Posted", respectively. 	V Name Q instance from instance fo Report Manager V Distribution Status V Save On Refresh Personalice Find View All [20] It First 4 1 of 1 4 Last Process Type Process User Run Date/Time Run Status Destribution Details SGR Report BARLCD01 900186455 08/10/2022 21:24:29 PDT 2 Success Posted 3 Details
3. Click the "Details" link.	
Click the "View Log/Trace" link in the Process Detail screen.	Date/Time Actions Request Created On 08/10/2022 21:27:37 PDT Parameters Transfer Run Anytime After 08/10/2022 21:24:29 PDT Message Log Began Process At 08/10/2022 21:28:02 PDT Began Process At 08/10/2022 21:28:31 PDT View Log/Trace 1



Human Resources

Payroll Move Form Instructions

 Click on "baklcd01_XXXX" PDF link to open report. 	View Log/Trace Report Report Massage Log Name BALC001 Process Type SOR Report Run Status Success Process Type SOR Report BakLC001 Distribution Details Distribution Details Expiration Date 09/24/2022 File List Tile Size (types) Datetime Created SOR, BAKLC001_1916988.100 1.662 001/02022 21:33:14.31982 PDT Distribution Details 1.5717 001/02022 21:23:31:4.31982 PDT Distribution To Distribution ID 12,450 08/10/2022 21:23:31:4.31982 PDT User 900186455 Texture		
	Report ID: BAXLCD001 California State University Bakersfield Page 1 of 2 HR Expenditure Actuals and Projection for Fiscal Year 2022 as of Accounting Period 1 Deportment D21110 - Bundrate t & Res Plan Services		
On the PDF report, search for the	Dept Fund Prgm Class Proj Account Jul Aug Sep Oct Nov Dec Jan Feb		
employee salary you wish to move.	Posn# Employee Name Salary • • • • • • •		
nighlight, as this will be the backup	Budget for the Following Salary Expenses:		
for your payroll move form.	D21110 BK001 601201 Actual/Projected Amounts for: Management and Supervisory 00000464 XXXXXXXXXX 171,420.00 13,350.00 13,350.00 13,350.00 13,350.00 13,350.00 13,350.00 13,350.00 13,350.00 Total calculate and Total actual to a state of the		
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form: 1. Type the employee's name 2. Employee ID 3. Employee Record (if available)	CALIFORNIA STATE UNIVERSITY BAKERSFIELD Human Resources PAYROLL MOVE REQUEST FORM PAYROLL TO BE MOVED FROM Employee Name Employee ID Record # If this is an ongoing move, submit a		
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Human Resources

Payroll Move Form Instructions

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		PAYROLL TO BE MOVED TO			
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	remain the same type the same				
	nesition number. Otherwise	Posted payroll amount to be moved (current fiscal year only):			
	position number. Otherwise,	3 Aug Sep Oct Nov	Dec		
	enter the new position number.	Jan Feb Mar Apr May	Jun		
2.	Enter the new funding				
	information of where the	PAYROLL TO BE MOVED TO (if split 2 ways) 4			
	navcheck is to be moved TO	Position Number Department Fund Program Class	Grant/Project		
2	paycheck is to be moved 10.	Posted payroll amount to be moved (current fiscal year only):			
3.	Enter the amount of the check to	Jul Aug Sep Oct Nov	Dec		
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4.	If the check is split 2 ways, fill		2011		
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5	If the check is split 2 ways fill	Position Number Department Fund Program Class	Grant/Project		
٦.	If the check is split 5 ways, hill				
	this area out, too.	Posted payroll amount to be moved (current fiscal year only):			
		Jul Aug Sep Oct Nov	Dec		
		Jan Feb Mar Apr May	Jun		
1.	Attach all supporting documents,				
	including the LCD report.	***Attach supporting LCD Report and other relevant backup documents before routing for signatur	es***		
2	Print/sign your name (required)	SIGNATURES (REVIEWERS AND APPROVERS)			
2. 2	DI Approval if grant is impacted	Print Name Signature Date Comments			
э.	Pi Appioval, il grant is impacteu.	Promit Completed By:			
4.	MPP approval (required)	an/Director/AVP Approval:			
5.	Division Budget Lead (required)	Svision Budget Lead Review: Select a name from this list			
6.	SPPA reviewer if grant is	6 SPPA Reviewer (for grants):			
2.	impacted	PPA Approver (for grants):			
_		R Position Control Analyst: Linda Lara			
1.	SPPA approver if grant is	For HR Position # Status: Same Updated to: Fund BK001 Impact:			
	impacted.	Only Account # Status: Same Updated to: Payroll Move Status:	ted to: Payroll Move Status:		
8.	HR PC Analyst (required)	Rev. 08/2022			
9	For HB use only				
<u>J.</u>	i or rint use only.				

Once the form is completed, you may begin routing for signatures through Adobe Sign in the order listed.

If you have further questions, please contact Human Resources at 661-654-2266 or HR@csub.edu