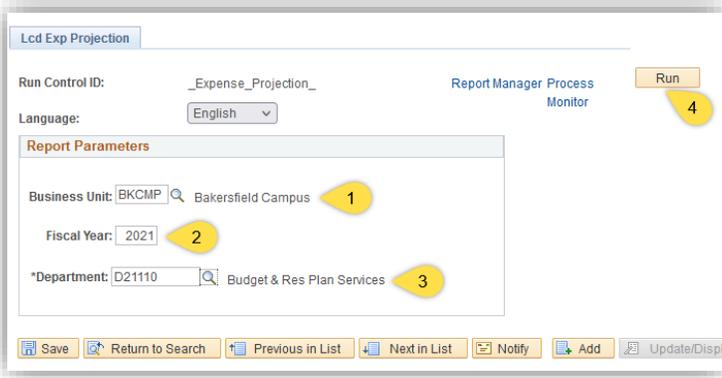
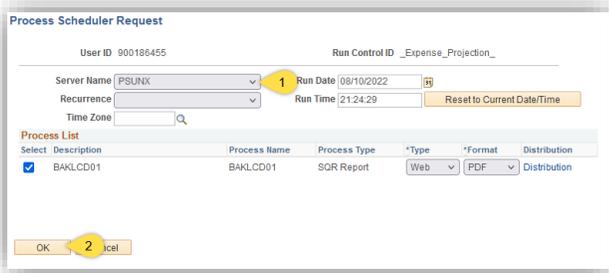
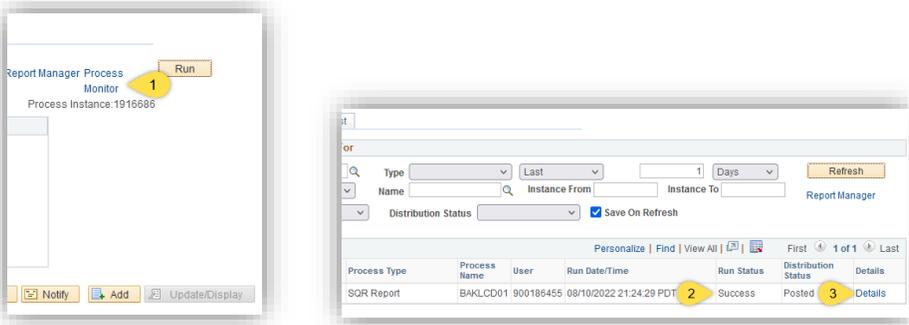
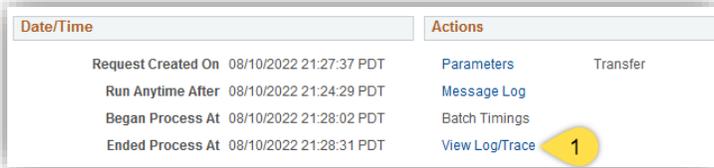




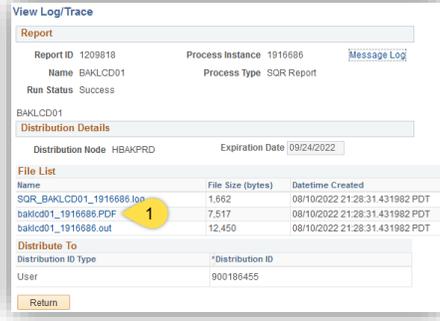
The Payroll Move Form is used when salary and benefit expenditures for an employee must be moved to the appropriate source of funding. You must have the ability to log into PeopleSoft and have access to the Labor Cost Distribution (LCD) report modules. If you do not have access, contact your Division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

<b>Login into myHR to run the “Expenditure Projection Report” (required report for the Payroll Move Form).</b>	
<p>Navigate to: <a href="http://www.csub.edu">www.csub.edu</a></p> <p>Click the “<b>AccessCSUB</b>” link above the search box.</p>	
<p>Click the “<b>myHR</b>” link.</p>	
<p>Log in with your CSUB credentials.</p>	
<p>Navigate to the report screen.</p> <ol style="list-style-type: none"> <li>1. Main Menu</li> <li>2. CSUB Processes</li> <li>3. LCD Processes</li> <li>4. “Expenditure Projection Report”</li> </ol>	
<p>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.</p>	

<p>Type "Expense_Projection".</p> <p>You can name the report as you wish, however ensure that there are no spaces between words; you can use an "_" underscore between words.</p> <p>Click "Add".</p>	
<ol style="list-style-type: none"> <li>1. Type "BKCMP" for the Business Unit.</li> <li>2. Type the fiscal year (2021 for FY 2021-22).</li> <li>3. Type the <b>department ID</b>. You can also search via the looking glass.</li> <li>4. Click "Run".</li> </ol>	
<ol style="list-style-type: none"> <li>1. Click the dropdown menu for "Server Name" and select PSUNX.</li> <li>2. Click "OK".</li> </ol>	
<p>The screen will return to the LCD Expense Projection dialogue.</p> <ol style="list-style-type: none"> <li>1. Click the "Process Monitor" link to see the status of the report.</li> <li>2. Refresh until the run status and distribution status say "Success" and "Posted", respectively.</li> <li>3. Click the "Details" link.</li> </ol>	
<p>Click the "View Log/Trace" link in the Process Detail screen.</p>	



1. Click on "baklcd01\_XXXX" PDF link to open report.



On the PDF report, search for the employee salary you wish to move, highlight, as this will be the backup for your payroll move form.

Dept	Fund	Prgm	Class	Proj	Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Budget for the Following Salary Expenses:													
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 Salaries and Projection						171,420.00	13,350.00	13,350.00	13,350.00	13,350.00	13,350.00	13,350.00	13,350.00
D21110 BK001 601300 Actual/Projected Amounts for: Support Staff Salaries													
00003805	XXXXXXXXXX				76,500.00	6,375.00	6,375.00	6,375.00	6,375.00	6,375.00	6,375.00	6,375.00	6,375.00
00005086	XXXXXXXXXX				76,200.00	6,350.00	6,350.00	6,350.00	6,350.00	6,350.00	6,350.00	6,350.00	6,350.00
Total Salaries and Projection						152,700.00	12,725.00	12,725.00	12,725.00	12,725.00	12,725.00	12,725.00	12,725.00

Now you may start filling out the form:

1. Type the employee's name
2. Employee ID
3. Employee Record (if available)
4. Reason for move
5. The position number will be located on the LCD report directly to the left of the employee's name (pink highlight).
6. The department is located above the employee's name (turquoise highlight).
7. The fund is located above the employee's name (turquoise highlight).
8. The program (if any) is located above the employee's name (turquoise highlight).
9. The class (if any) is located above the employee's name (turquoise highlight).
10. The project (if any) is located above the employee's name (turquoise highlight).
11. Fill in if the check is split 2 ways.
12. Fill in if the check is split 3 ways.

Dept	Fund	Prgm	Class	Proj	Account
Posn#	Employee Name				Salary
Budget for the Following Salary Expenses:					
D21110 BK001 601201					
00000464	XXXXXXXXXX				171,420.00
Total Salaries and Projection 171,420.00					
D21110 BK001 601300					
00003805	XXXXXXXXXX				76,500.00
00005086	XXXXXXXXXX				76,200.00
Total Salaries and Projection 152,700.00					



1. If the position number will remain the same, type the same position number. Otherwise, enter the new position number.
2. Enter the new funding information of where the paycheck is to be moved TO.
3. Enter the amount of the check to be moved to the new funding.
4. If the check is split 2 ways, fill this area out.
5. If the check is split 3 ways, fill this area out, too.

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	

1. Attach all supporting documents, including the LCD report.
2. Print/sign your name (required)
3. PI Approval, if grant is impacted.
4. MPP approval (required)
5. Division Budget Lead (required)
6. SPPA reviewer if grant is impacted.
7. SPPA approver if grant is impacted.
8. HR PC Analyst (required)
9. For HR use only.

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

SIGNATURES (REVIEWERS AND APPROVERS)				
	Print Name	Signature	Date	Comments
2	Form Completed By:			
3	PI Approval (for grants):			
4	Dean/Director/AVP Approval:			
5	Division Budget Lead Review: <a href="#">Select a name from this list</a>			
6	SPPA Reviewer (for grants):			
7	SPPA Approver (for grants):			
8	HR Position Control Analyst: <a href="#">Linda Lara</a>			
9	For HR Use Only:	Position # Status: <input type="checkbox"/> Same <input type="checkbox"/> Updated to:	Fund BK001 Impact:	
		Account # Status: <input type="checkbox"/> Same <input type="checkbox"/> Updated to:	Payroll Move Status:	

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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