

Payroll Correction Vouchers (CV)

Purpose: To move hourly payroll transactions from one account to another

Instructions on how to complete a Payroll Correction Voucher (CV) form

University ID No.(s); complete University ID Number is required or CV will be returned.

Name(s) as listed on the Hourly Payroll Voucher for the expenditures to be moved.

Payroll Voucher Number should be entered as it appears in the top right corner of the Hourly Payroll Voucher.

Payroll Voucher Date as listed on the Hourly Payroll Voucher.

From Account Number is the account the expenditure is to be moved From. This is the fund account listed on the Hourly Payroll Voucher.

From Sub-Account # (if applicable) is the sub-account number the expenditure is to be moved From. If the fund account does not have a sub-account number, the sub-account field may be left blank.

To Account Number is the account the expenditure is to be moved To.

Sub-Account # (if applicable) is the sub-account number where the expenditure is to be moved To. If the fund account does not have sub-accounts, this field may be left blank.

Amount to be transferred. See Partial Transfer immediately below.

Partial Transfer (Prt Trs) Enter an "X" indicating a Partial Transfer to move exactly the amount entered in Amount for wages and benefits. If box is not checked, the wages moved will equal the amount shown and benefits will be in addition to the wages.

Total amount of hourly wages to be moved OR total amount to be moved if a partial transfer. Without an X in Partial Transfer (Prt Trs), more than the amount listed here may be moved. See Partial Transfer above.

Reason for the transfer is required on all CVs. Check the appropriate box(es) to specify reason(s). Failure to complete this section will result in the CV being returned to the department.

Justification for transfer is required for all CVs. Failure to complete this section will result in the CV being returned to the department.

Principal Investigator/Department Head typed name and signature

Preparer's Typed Name, Campus Address, Phone # and Date form was completed.

Limitations/Restrictions:

Do not use this form for salaried payroll transactions. Use the Electronic Personnel Action System.

Do not put Accounting transactions on this form. Use Kual: General Error Correction.

Do not attach Payroll Vouchers or Departmental Statements.

Do not use this form to move encumbrances. They are moved automatically with an Electronic Personnel Action.

Do not use this form to change only the sub-account number on the same fund account, use Kual: Salary Expense Transfer.

Routing:

For Payroll Correction Vouchers involving 4XX accounts, please send the forms to the Sponsored Programs Accounting Office, 3609 Administrative Services Building. If no 4XX accounts are involved, please send the forms directly to the Payroll Office, 3608 Administrative Services Building.