ERSO Federal Fund Late Payroll Transfer Process

Payroll cost transfers onto federal and federal flow-through funds after 120 days from the ledger month end date are considered untimely and cannot be processed without exceptional approval from EFA.

EFA will only grant exceptions to this policy in rare and unique cases, when the error was outside of the originating department’s control. If an exception is pursued, then special documentation is required from the department. See http://controller.berkeley.edu/efa/policy/PayrollCostTransferException.htm for guidelines, forms and instructions.

At ERSO, the process is as follows:

Step 1. **RSO** verifies that the reason for expense adjustment meets approval criteria.

Step 2. **RSO** prepares ERSO’s **Payroll Expense Transfer Request Form** in conjunction with **PI**. On the form, complete the transaction detail, justification and authorization sections.

Step 3. **RSO** also prepares EFA’s **Late Payroll Cost Transfer Request Form** in conjunction with the **PI**. On the form, complete the fund attributes, reason, and justification sections and obtain the PI’s signature.

Step 4. **RSO** routes both the Payroll Expense Transfer form and Late Payroll Cost Transfer request form to the **Executive Director** for review.

Step 5. **Executive Director** reviews package and routes to the **Associate Dean** for approval.

Step 6. **Associate Dean** reviews and signs the documentation if approved, and routes package back to **Executive Director**

Step 7. **Executive Director** gives documentation to **Payroll Services**

Step 8. **Payroll Services** retrieves the appropriate Distribution of Payroll Expense Reports (PPP5302), and also completes the **Payroll Expenditure Transfer Form UPAY 646-1 (xls)** form, and obtains required signatures.

Step 9. **Payroll Services** forwards the complete copy of the request packet to **EFA** at efahelp@berkeley.edu for approval.

Step 10. **EFA** notifies **Payroll Services** of approval status. **Payroll Services** notifies **RSO** and **Executive Director** of approval status. If approval is granted, **Payroll Services** reconciles the OPTRS transaction, and files documentation.