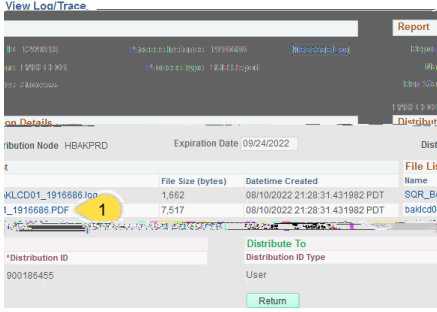
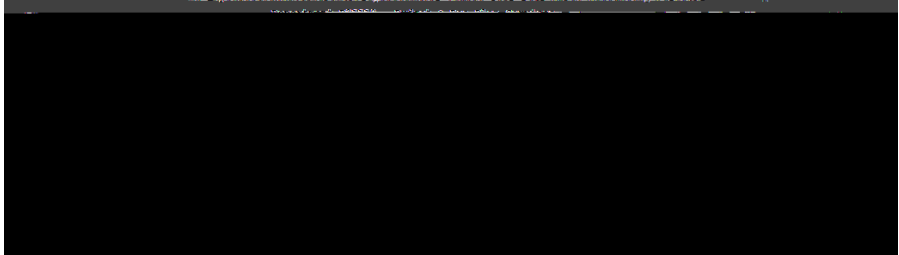
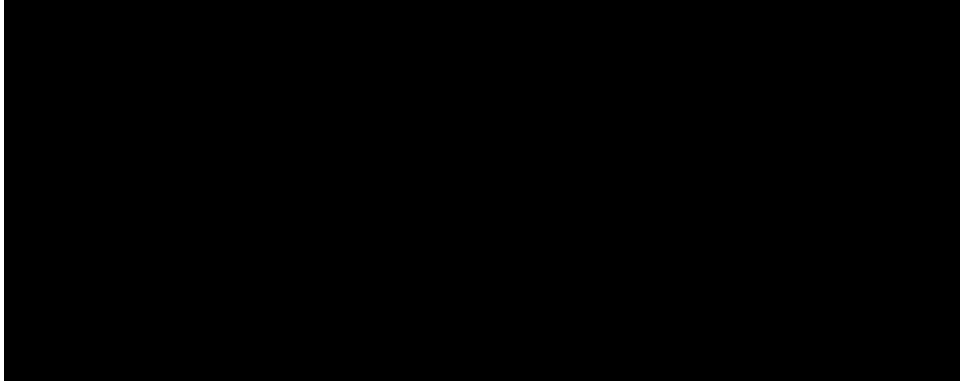



Payroll Move Form Instruc

Payroll Move Form

<p>1. Click on “baklcd01_XXXX” PDF link to open report.</p>	
<p>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.</p>	
<p>Now you may start filling out the form:</p> <ol style="list-style-type: none"> 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. 	 

Payroll Move Form Instructions

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 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.

1.