Interdepartmental Payroll Transfer (IPT) Form Instructions

NOTE: 1 Person, 1 Pay Period per Form

Enterprise Reporting (ERS) needed:
1. Print Distribution of Payroll Expense Report

Public Folders -> PS Financial Reports -> Payroll -> Distribution of Payroll Expense Report

Prompts:
- Enter Pay End Dt
- Enter Emplid
- Enter Fiscal Year

- Print By Emplid tab (all pages)

Step-by-Step Instructions:
From the Post-Award Accounting Services and Fiscal Compliance http://nau.edu/postaward/FY14-Payroll-Expense-Transfers-(IPT)/ or Comptroller's website https://nau.edu/its/learn/psfinancials_ipt/, open the IPT Form. Please use the tab key to work through this form:

Page 1 of IPT form

- Date: enter the current date from dropdown box
- To: Post-Award Services (Default)
- From: enter your name
- Phone Number: enter your telephone number (ex. 9285231234)
- Campus Mail Box #: enter your campus mail box
- Pay Period to Change: choose beginning and end dates from dropdown boxes (REMEMBER only one pay period per form)
- Employee Name
- Employee ID #
- Are you Transferring (select from dropdown box) – Salary and ERE; Salary Only; ERE Only; Tuition Remission
- Answer the next three questions and if necessary, the fourth. An explanation that merely states that the adjustment being made is "to correct an error" or "to transfer to correct project" or "salaries inadvertently charged to incorrect account" is insufficient.
1. How/Why did the error occur? Please remember that the IPT involves a corrective action and is not to be used to manage your grant accounts.
   Examples of appropriate answers:
   a. The employee’s (name the employee) effort was not applied to the project (name of the project and project ID#) where the salary was expensed.
   b. The department continued to charge the employee’s (name the employee) salary to an expired project (name the project) inappropriately.

2. What is the benefit of moving this expense?
   Example:
   a. To properly reflect the effort of the employee (name the employee) in performing the tasks directly associated with the project (name the project).

3. What is being done to prevent this type of Expense Transfer (ET) in the future?
   Examples:
   a. Department did not utilize the appropriate University mechanism (ePAR) to properly identify the project to which the employee (name the employee) was applying their effort. The department is putting more proactive business processes in place to initiate the ePAR in a timely manner to prevent errors of this nature in the future.
   b. Untimely communication was received by the department regarding the employee’s (name the employee) effort being applied to another project, preventing the department from reacting in advance of payroll distribution.

4. Why is the expense being moved so late (see Timeliness Cost Transfer Calendar on Post Award website for applicable dates)?
   Example:
   a. Reconciliation of the Distribution of Payroll was not performed within the 60-day allowance and therefore was not discovered until now. To prevent this in the future, the department will reconcile within the 45 days of the ledgers close, thus ensuring that all errors are realized and adjusted within the 60-day time frame.
CHANGE FROM:
Salary (List only Projects, State, Local accounts salary expenses that need to be moved)

- Select Account Code (select from dropdown box): 711010, 712010, 713010, 714010, or 715010
- Enter Speedchart for Project ID, State or Local account
- Enter Project ID, State or Local account #
- Enter Total Salary amount
- Leave Ded/Tax (ERE) amount blank (this MUST have its own line)

ERE (List only Projects, State, Local account ERE expenses that need to be moved):

- Add Line (Click +)
- Select Account Code (select from dropdown box): 720242 (Tuition Remission) or 720260 (ERE Adjustment)
- Enter Speedchart for Project ID, State or Local account
- Enter Project ID, State or Local account #
- Leave Total Salary blank
- Enter Ded/Tax (ERE) amount
- Procure appropriate signature

As needed:

- Add lines (click +) as needed for additional Projects, State or Local Accounts and follow instructions above (Change From :)

CHANGE TO:
Salary (List only Projects, State, Local accounts salary expenses that need to be moved)

- Select Account Code (select from dropdown box): 711010, 712010, 713010, 714010, or 715010
- Enter Speedchart for Project ID, State or Local account
- Enter Project ID, State or Local account #
- Enter Total Salary amount
- Leave Ded/Tax (ERE) amount blank (this MUST have its own line)

ERE (List only Projects, State, Local account ERE expenses that need to be moved):

- Add Line (Click +)
- Select Account Code (select from dropdown box): 720242 (Tuition Remission) or 720260 (ERE Adjustment)
- Enter Speedchart for Project ID, State or Local account
- Enter Project ID, State or Local account #
- Leave Total Salary blank
• Enter Ded/Tax (ERE) amount
• Procure appropriate signature

As needed:

• Add lines (click +) as needed for additional Projects, State or Local Accounts and follow instructions above (Change To :)

Documents that MUST be uploaded via OnBase:
https://nau.edu/its/learn/psfinancials_Attachments/

1. Interdepartmental Payroll Transfer (IPT) Justification Form – this form must be filled out completely with all appropriate signatures.
2. Distribution of Payroll Expense Report

If any of these forms/reports are missing, the IPT will be denied