

TRANSFER GUIDANCE & REMINDERS

Please review the following before submitting a transfer to help streamline the process and avoid delays in processing:

- Ensure there is ample budget in the account/chartfield string in the “From” column which means *units must allow for any expenses that might be booked from the time the transfer is drafted to the time that transfer is completed in PeopleSoft*. A brief video on how to check available budgets in PeopleSoft can be found [here](#).
- Do not submit transfers for amounts **less than \$1000**.
- While transfers for multiple chartfield strings can be consolidated on one form, please remember **only one fund per form**.
- FSP receives a large volume of transfers each week. To mitigate the number of transfers, plan as much as possible to include in your transfer *all transactions you are anticipating for the remainder of the year*.
 - Review the account/chartfield string **before** initiating requisitions, sending SGA forms, submitting EAF’s for non-contractual salary increases, etc. and account for these *in advance of submitting forms in your transfer*.
 - Ensure the transfer description is detailed or attach as much supporting data as possible when the transfer is likely to beg questions. For example:
 - *Use of faculty position funds for the search* → include state position number being searched.
 - *Movement of holding dollars to internal payroll*
- Transfers involving telephone, subscriptions, travel, the “all other operating” account ALLOTOP, or any other account that is accounted for in a feed by the Controller’s Office, must be *planned out for the year*, not on a case-by-case basis.
- A review of all chartfield strings should be conducted regularly to avoid last minute transfers.
- Confirm that the “To” column in the transfer contains a valid chartfield string prior to submission. This is particularly important for non-fund 100 transfers where balances in invalid chartfield strings can create errors that will need to be corrected at year end.

Refresher on rules around Fund 100 HOLDING, RELEASE, REINVESTMENT transfers

- New Vacancy savings should be moved to HOLDING (**staff positions**) or REINVESTMENT (**faculty**) from the state payroll alpha account impacted and vice versa if a budgeted vacant position is filled. Even if you will be using these funds for inhouse payroll to backfill a position, the dollars must be placed in HOLDING or REINVESTMENT before moving it out. This is for the unit’s benefit to be able to track vacancy dollars.
- Vacancy funds may not be moved from HOLDING OR REINVESTMENT TO RELEASE. Only true release can be budgeted in RELEASE. Attach a copy of

the EAF supporting the generation of release time to avoid any delays; **referencing the EAF# in the transfer comment line is also helpful.**

- Do not include 27th pay period in your calculations when moving vacancy dollars around.
- **For academic area faculty retirements/resignations occurring mid-year, if the dollars associated with these lines have not yet transferred to the provost, the salary balance should be transferred to REINVESTMENT.**

