Entering Payroll Reallocations

An entry should be made in the Monthly Summary Form of FMP for each Chemistry cost center (debit and credit) being affected by the reallocation.

The entry should include:

 ✓ **Adjustment of the encumbrance** to reflect either the debit or the credit due to the cost center.

 ✓ **Description in the comment box** as follows:

   - (Date/your initials), (brief reason for the reallocation), (FRS numbers reallocating from and to), (Check #, Pay Period, total salary and fringe being reallocated), and (the text: "signed on ___; posted on ___")

   - Example:

     5/26/04 lbc:  Reallocation due to funding change effective 4/1/04 from 225330 to 127311.  Check #6301939 for pay period April 2004. signed on _____ Posted on ___

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**Example Entry in Monthly Summary Form**

- **FRS Acct:** 440571  
- **PS Acct:** 51104  
- **Encumbered:** $2,318.50

**Monthly Comment:**

- **Fringe:** 1,371.11 + (longevity 229 * 50% funding) = 1,371.11
- **Total:** $2,318.50
- **Encumbered Remaining:** $0.00

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**Comments:**

- **9/14/04 lbc:** REALLOCATION FROM 440571 TO 564250 due to June funding not being loaded in PeopleSoft Budget Table. Check #3177394 for June 2004, $14,558.03 salary. Fringe: $1,871.13 + 145.98 ubi/wci. Signed on 9/14/04 Lbc. Posted on period 888.