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## How to Request a Payroll Transfer/Prior Period Adjustment

Faculty, Staff, Temporary Employee, Student Assistant, Regular Part-time Instructor or Work Study - Submit to: [Teresa Rucker ext. 3-5026](#)

Graduate Assistant and Temporary Part-Time Instructor – Submit to: [Ellen Semple ext. 3-5029](#)

➤ **Faculty, Staff, Student Assistants, Work-Study, Fee-Based and Temporary Employees submit:**

- Generate ePAF – complete all tabs (except PAF Work)
  - a. On PAF Misc tab, select “PPA” and enter detailed comments/justification, etc. in the Comments field.
  - b. Payroll Earnings Detail Sheet – PEDS (this is the Excel spreadsheet where you specify how much to move from one speedtype to the other(s)).
  - c. Attach a copy of the **Approved** ePAF
  - d. If charges are over 90 days, attach a copy of the **Approved** Cost Transfer Form.

➤ **Faculty May/Summer payroll submit:**

- Generate ePAF – complete all tabs (except PAF Work)
  - a. On PAF Misc tab, select “PPA” and enter detailed comments/justification, etc. in the Comments field.
  - b. Payroll Earnings Detail Sheet – PEDS (this is the Excel spreadsheet where you specify how much to move from one speedtype to the other(s)).
  - c. Attach a copy of the **Approved** ePAF or May/Summer Payroll Request Form\*
  - d. If the charges are over 90 days, attach a copy of the **Approved** Cost Transfer Form.

**NOTE: For May/Summer PPAs – complete a May/Summer Payroll Request Form and submit with PEDS.**

➤ **Graduate Assistant/Temporary Part-Time Instructor:**

- PF2A/PF2B
  - a. Amended PF2A/PF2B
  - b. Payroll Earnings Detail Sheet – PEDS (this is the Excel spreadsheet where you specify how much to move from one speedtype to the other(s)).
  - c. Approved Cost Transfer Form if the charges are 90 days or over and involve grant funds

