Instructions for Completion of the
PAYROLL EXPENDITURE TRANSER FORM
UPAY 646-1 (R8/04) EO440

Purpose: The UPAY 646-1 is used to transfer payroll expense from one Chartstring to another. Use this form only to transfer expenses reported on the Distribution of Payroll Expense (PPP5302) **outside of the last 24-month rolling period**. Note: To transfer expenses reported on the PPP5302 **within the past 24 months,** use the EDTS (Single Expense Transfer) screen in OPTRS instead of this form.

Preparation: Each transfer consists of three transactions: The E1 area (two lines), the E2 line, and the E3 line. All fields in the E1 area and the E2 line must contain original distribution data, copied directly from the Distribution of Payroll Expense (PPP5302). Exception: when benefits amounts are zero, leave the corresponding boxes blank. The E3 line is used to transfer either the total original gross earnings or part of the original gross earnings to the new Chartstring(s).

The E1 and E2 transactions may be completed only once per transfer. However, an E3 line is completed for each Chartstring to which expenses are being transferred. If the original gross earnings are to be split to several different Chartstrings, a new UPAY 646-1 must be used for each Transfer To (Debit) Chartstring. Fill out the first form completely, then, on subsequent forms, complete only the data pertaining to the department and preparer at the top of the page, and the "Transfer To" data on the E3 line. (Do not re-write the Employee ID.) Note that the sum of the transfer grosses must not exceed the original gross.

Please use the UPAY 646-1 (R8/04) form, available on the Payroll web site (payroll.vcbf.berkeley.edu) for these payroll expenditure transfers. The data fields on the form are described below, starting with the required information in the top right area:

- **Process In –**Central Payroll Office use only – leave blank.
- **Department Name –** The department in which the preparer works.
- **Payroll Processing Unit Code –** This field relates to the Department Name and must be six characters long, ending with the letter "P."
- **Date Prepared –** The six-digit date. (i.e. July 1, 2005 = 07/01/05)
- **Prepared By/Signature/Phone Ext. –** Provide the preparer's name, signature and telephone extension, in case there is a question about the transfer.
- **Page –**Page number. If the transfer uses only one page, enter "1 of 1." If more than one page is used, please number the pages appropriately (i.e., for a four-page transfer, the first page would be "1 of 4," the second page "2 of 4," etc.).

Upper Left Portion of Form

- **Employee ID –** The unique employee identifier, as displayed on the PPP5302. It starts with "01" and **must have 9 digits** (for transfers prior to the April 1995 conversion, add "01" to the beginning of the employee identification number). This field is required for ALL transfers, even if they are for the same employee. The only exception is when a transfer is split to more than one Chartstring, and the E1 and E2 lines are not completed on subsequent pages.

- **Sequence Numbers –**Central Payroll Office use only – leave blank.

E1 Area (first line)

- **ET MO (Expense Transfer Month) –** A four-digit number located in the upper right corner of the PPP5302, under the RUN DATE. It consists of the fiscal year followed by the fiscal month (i.e. July of fiscal year 2004/2005 is represented as 0501). For transfers prior to the April 1995 PPP5302, leave this field blank.

- **ET PG (Expense Transfer Page) –** A five-digit number located in the upper right corner of the PPP5302, to the right of the ET MO, labeled "PG." (If using the "Page No." above the RUN DATE, drop the leading zero.)

- **ET LN (Expense Transfer Line) –** A two-digit number in the first column of the PPP5302.

- **Transfer From (Credit) –** The full Chartstring to which the gross earnings were originally charged.

  The Chartstring consists of:

  - BU (Business Unit) – one character in length.
  - BFS Account – five-digit number.
  - FUND – five -digit number.
  - ORG (Organization) – five -digit number.
  - PROG (Program) – two-digit number.
  - PROJECT –optional field. If used, must be six alphanumeric characters in length.
  - FLEX –optional field. If used, this field must be five alphanumeric characters in length.

- **ERC/TYP/DUC –** Leave these fields blank.

E1 Area (second line)

- **Title Code –** Four-digit title code under which the expense was originally charged.

- **Pay Period End (date) –** This area consists of three separate fields titled: MO, DY, and YR. Each field must be two digits in length. (i.e., 07/31/05 would translate to: MO = 07, DY = 31, YR = 05.)

- **DOS (Description of Service) –** This three-character field describes the type of service under which the original expense was charged.

- **Time –** The time in hours or percent for which the payment was made. **Hourly time must have two digits after the colon or decimal. Monthly time must have four digits after the decimal.**

- **H% (Time code) –** indicates whether the time was figured at an **hourly** rate or as a **percent** of time.

- **Pay Rate** – The pay rate on which the original gross earnings are based. **Hourly pay must have four digits after the decimal. Monthly pay must have two digits after the decimal.**

- **PC –** Pay cycle Type. Values: M for monthly or S for semi-monthly.

- **RAI –** Rate Adjustment Indicator. Enter "A" if the original transaction was a rate adjustment, otherwise leave blank.

- **Original Gross Earnings –** The amount recorded under the Gross Earnings column on the PPP5302.

- **S (Sign) –** Abbreviation for Sign associated with the Original Gross Earnings. Leave this box blank if the Original Gross Earnings was a positive charge; enter a minus "–" if it was a negative charge.

E2 Line

- **Plan (Retirement Plan Code) –** This field is often omitted in error when the 646-1 is filled out. One-character code, copied directly from the PPP5302, in the column directly to the right of the Gross Earnings. Values: N (not in retirement), H (safe harbor), U (UCRS-in retirement).

- **Benefits –** This line consists of the following fields and must be copied exactly from the PPP5302. If there is a zero amount in one of the fields, that field may be left blank on the form. Even if a partial amount of the Original Gross Earnings is being transferred, these fields must still reflect the total amounts that were originally charged. All of these fields also have an "S" box associated with them. Enter the minus sign in the appropriate "S" box if any of the amounts are negative.

  Retirement Matching & Sign - Based on the employee's Retirement Code on the EDB. Gross x the applicable rate. The amount of employer contribution to the employee's retirement plan.

  GSTR/IAPOF & Sign – The combined amount of employer contribution for Graduate Student Tuition Remission for eligible employees and Incentive Award Program offset.

  OASDI/MED & Sign – The amount of employer contribution to OASDI (Old Age Survivor's Disability Insurance) and Medicare for eligible employees.

  DNTL/MED/OPT Annuitant & Sign – The combined amount of employer contributions for employee dental insurance, employee health insurance, employee vision insurance, and health insurance for currently retired employees.

  UI/GSH & Sign – The combined amount of premiums for Unemployment Insurance and Graduate Health Insurance for eligible employees.

  Work Comp/Emp Supp Prog & Sign – The combined amount of premiums for Workers' Compensation and Employee Supported Program.

  Life Ins/UC-TD/GSFR & Sign – The combined amount of premiums for Term Life Insurance for employees who are UCRP members, Non-Industrial Disability Insurance for employees who are members of any applicable retirement plan, and Graduate Student Fee Remission program for eligible employees.

IAP/Leave & Sign – This column contains the combined charges for Vacation Leave Benefits and the Incentive Award Program (IAP) assessments**.**Incentive

Total Benefits & Sign – Sum of all benefit expenses on the line for the employee's payment item (debit). A negative sign following the amount denotes a credit item.

E3 Line

- **Employee Name –** The employee's last name then first name, as displayed on the PPP5302.

- **Hrs % of Time to Transfer –** The portion of the original hours or percent of time to be transferred. (This box is not keyed, so the value may be entered either as a percent of time or a number of hours.)

- **Transfer Gross Earnings –** The dollar amount of the Original Gross Earnings to be transferred.

- **S (Sign) –** Sign associated with Transfer Gross Earnings. **If the Original Gross Earnings has a minus sign, the Transfer Gross Earnings and all benefits must also have a minus sign.**

- **Transfer To (Debit) –** The complete Chartstring to which the total or partial gross earnings are to be transferred.

  The Chartstring consists of:

  - BU (Business Unit) – one character in length.
  - BFS Account – five-digit number.
  - FUND – five -digit number.
  - ORG (Organization) – five -digit number.
  - PROG (Program) – two-digit number.
  - PROJECT –optional field. If used, must be six alphanumeric characters in length.
  - FLEX –optional field. If used, this field must be five alphanumeric characters in length.

- **RC (Reason Code) –** Often-missed field. The transfer reason code of A, B, or C. Read each description thoroughly, then choose the appropriate code and explain the reason for the transfer completely in the space below.

  A: One-time expenditure adjustment: employee is not expected to perform services again under this Chartstring. Signature required for both Dept and Reason Code A boxes.

  B: Employee is expected to perform services again under this Chartstring.

  C: Other: Explain.

- **Reason Codes –** Definition of the Reason Codes A, B, and C. If reason code is "C," type the explanation in the area provided.

- **DEPARTMENTAL CERTIFICATION AND APPROVAL:**

  - **Departmental Authorized Signature/Date –** All UPAY646-1 forms must have a departmental authorized signature and date signed.
  - **Federal Contract and Grant Authorized Signature/Date –** An Academic official (P.I., Chairperson, or Dean) must approve and date all transfers involving extramural funds.

A copy of the PPP5302 that supports the expense transfer must be attached to the back of the Form. The Central Payroll office may return the form to the department for more information if discrepancies cannot be resolved.

Note: If the expenditure transfer is for a "purged" employee (one who has left the university and is no longer in the Employee Database), please provide all three pages of the PPP5302 Distribution of Payroll Expense report in addition to the completed UPAY 646-1 form. The Payroll office needs this back-up information, which includes a break-down of benefits and object codes. These expenditure transfers are done by Journal, and they will appear as a line item on the General Ledger rather than on the PPP5302.