

SYRACUSE UNIVERSITY PAYROLL REALLOCATION FORM (PAR)

This form is to be used to reallocate Payroll charges for each prior pay period. It cannot be used to correct charges for present or future periods. The pay period end date for when the original payroll charge occurred needs to be entered. Each reallocation is to be entered by pay period.

SUID Number:

Employee's Name:

Reallocation #1

Pay Period End Date:

Credit (Chartstring Originally Charged)

Sponsored Awards/Cost Sharing

Fund	Department	Program	Account	MyCode	Project	Activity	Bud Ref	Amount of Reallocation

Debit (Correct Chartstring(s) to be Charged)

Sponsored Awards/Cost Sharing

Fund	Department	Program	Account	MyCode	Project	Activity	Bud Ref	Amount of Reallocation

Explanation of need for above reallocation and **Action** taken to prevent future need for reallocation is **required** (360 characters)

Reallocation #2

Pay Period End Date:

Credit (Chartstring Originally Charged)

Sponsored Awards/Cost Sharing

Fund	Department	Program	Account	MyCode	Project	Activity	Bud Ref	Amount of Reallocation

Debit (Correct Chartstring(s) to be Charged)

Sponsored Awards/Cost Sharing

Fund	Department	Program	Account	MyCode	Project	Activity	Bud Ref	Amount of Reallocation

Explanation of need for above reallocation and **Action** taken to prevent future need for reallocation is **required** (360 characters)

DEPARTMENT APPROVAL

Name:

Phone #

Signature _____ Date: _____