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**TM**

**REQUEST FOR SALARY TRANSFER**

DATE: \_\_\_\_\_

TO: Payroll Analyst – Salary Transfers

FROM: Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**NOTE:** This form should be used **ONLY** for salary transfers to correct ShortCodes for normal prior period adjustments entered into the Timesheet page. Department Budget Earnings changes should be processed for all other salary transfers.

**Employee Name** \_\_\_\_\_

**UMID** \_\_\_\_\_ **Empl Rcd#** \_\_\_\_\_

**Pay Date** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

Earnings Code	Amount \$	FROM ShortCode	TO ShortCode

**Reason for salary transfer:** \_\_\_\_\_

\_\_\_\_\_

**Other Information:** \_\_\_\_\_

\_\_\_\_\_