

# EASTERN MICHIGAN UNIVERSITY

TO: PAYROLL DEPARTMENT

FROM:

SUBJECT: STUDENT PAYROLL EXPENSE TRANSFER

Before a transfer will be processed, this form must be submitted to the Payroll Office **complete with the necessary signature(s)** authorization and a WAP37 and a copy of the labor distribution to support the requested transfer. (If the transfer involves CWS or MWS monies, signature authorization will also be required by the Financial Aid Office.) Check current labor distribution sheets and payroll vouchers to verify the correct amount to be transferred.

**PLEASE PRINT**

NAME: \_\_\_\_\_ E# \_\_\_\_\_

TRANSFERRING EXPENSE

FROM: FUND#                      ORG#                      PROG#                      ACCT#

Earn Codes:

REGULAR                      CWS                      MWS

TO: FUND#                      ORG#                      PROG#                      ACCT#

Earn Codes:

REGULAR                      CWS                      MWS

P.E. DATE                      HOURS                      RATE                      AMOUNT

SIGNATURE AUTHORIZATION                      DATE:

(ACCOUNT    PRINCIPAL)

(FINANCIAL AID OFFICE)  
WORK STUDY ONLY

REASON FOR TRANSFER:

Payroll Use Only: Processed by: \_\_\_\_\_ Date: \_\_\_\_\_