



OPERATING SALARY & BENEFIT ADJUSTMENT (SBA) FORM

Use this form when the transfer of expenses (debit lines) are to operating funds (F100, F210, F310, F330, F5XX (remaining restricted funds that are not research) and EXXXX).

Reason Code: 007 - Clear suspense
(check one) 011 - Operating salary transfer

Comment:
(Optional)

Provide a clear explanation as to why the new combination code is now absorbing prior period salary expense. Up to 250 characters may be entered into PeopleSoft HCM - SBA.

Total \$ Value of New Debit Lines
(complete one)

Exact \$ Value: _____ or _____ Estimated \$ Value (e.g. when % used): _____

Prepared by
Name (printed): _____

Budget Owner *

I confirm the information is an accurate record of expenses and the appropriate supporting documentation is attached. Any expenses transferred to fund 551 or endowments are also in compliance with sponsor guidelines and/or donor terms.

Name (printed): _____ Signature: _____ Date (mm/dd/yyyy): _____

* Signature required if budget owner is different than budget owner of original transaction.

Supporting documentation must be attached and filed with this form.