MBARI

Labor Transfer Request

Instructions

Please follow these steps:

If grant related, please contact the Grants Office (grants@mbari.org | Room A271) before proceeding.

If you need any assistance, please contact your Division Administrator or Payroll.

Labor Transfer Request form:

1. Using Cognos, run Labor Transfer Report for the project from which you would like labor costs transferred.
2. List each labor transfer on the 'Transfer FROM' section of this form. (Contact Payroll for Employee ID #)
3. List each labor transfer on the 'Transfer TO' section of this form.
4. "FROM' Total Hours and 'TO' Total Hours must be equal.
5. Type a reason for the transfer and enter requesters name.
6. Obtain all required approvals for each labor transfer. You may either print the form and obtain the required signatures, or email the form to approving parties to obtain electronic signatures. (Instructions for setting up a digital signature)

7.. Obtain approval from Grants and CFO/Comptroller for any project beginning with 7 or 8.

Submitting Request:

1. Attach Labor Transfer Report to the Labor Transfer Request and send to Payroll for approval & processing.

An e-mail notification will be sent to all parties involved when the transfer is complete.

Labor transfers must be submitted to Payroll within 60 days of the original labor incurred date.

MBARI

Labor Transfer Request

Requested by:

Approvals:

Transfer From Project Manager

Date

Transfer To Project Manager

Date

CFO/Comptroller

Date

Grants Office (if applicable)

Date

Accounting Operations Manager

Date

Payroll Specialist

Date

Transfer From

Project Number	Employee Name	Employee ID	Pay Type	Account	Ref #	Timesheet Date	Transfer Hours
901206.00	Ed Mellinger	0195	R	6000-000		2016 all	240
901206.00	Jose Rosal	0591	R	6000-000		2016 all	79
901206.00	Farley Shane	0210	R	6000-000		2016 all	217
			R	6000-000			
			R	6000-000			
			R	6000-000			
			R	6000-000			
						Total Hours:	536

Transfer To

Project Number	Employee Name	Employee ID	Pay Type	Account	Ref #	Timesheet Date	Transfer Hours
901206.98	Ed Mellinger	0195	R	6000-000		2016 all	240
901206.98	Jose Rosal	0591	R	6000-000		2016 all	79
901206.98	Farley Shane	0210	R	6000-000		2016 all	217
			R	6000-000			
			R	6000-000			
			R	6000-000			
			R	6000-000			
						Total Hours:	536

Reason for request: Work was done on design for capital equipment and should be charged against capital labor number