BOWIE STATE UNIVERSITY

REALLOCATION OF PAYROLL CHARGES

Journal ID#

Employee Name	Employee SSN#	Position Number	Empl ID	Rcd Number	Dept ID	Proj ID	Acct Code	Payroll Number	Amount	Correct Dept ID	Correct Proj ID	Correct Acct Code	Effective Date
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TOTAL \$ Explanation of Adjustment:													
PREPARED BY:									_	DATE:			
DEPT HEAD APPROVAL:									-	DATE:			
*SUBMIT TO HUMAN RESOURCES													
HUMAN RESOURCES ENTERED BY: DATE:													
DISTRIBUTION COP	IES												
BUDGET OFFICE PAYROLL OFFICE DEPARTMENT													