Salary Transfer in Etrieve – used to:

Transfer salary and fringe benefits for a single staff member, for one month or multiple consecutive months

Not for use when transferring salary for multiple staff members. If you need to transfer salary for multiple staff use the Salary Transfer Template located on the Labor Distribution report in CROA

When preparing a transfer always verify on the AHST screen in Colleague that salary has not already been transferred.
You can also use the Payroll Reconciliation Report in CROA to verify

Backup to attached to the salary transfer form: PDF Printout of the Annual Salary Report from CROA
Location of report in CROA Folders>Public Folders>YCCD
Reports>Finance>Payroll>Labor/Salary/Budget

The Salary Transfer Form is located in Etrieve – Under Forms > Accounting > ACTG Salary Transfer

Choose the Fiscal Year – Enter your phone extension number – Choose the Beginning Check Date and the Ending Check Date – choose the location and the percentage to be transferred.

Employee Search – Enter either the Name of the employee whos salary will be transferred, a portion of the name, or the ID number of the employee.

Click on the drop down next to the Transfer From GL Account Number and choose the account number where the original salary was charged

In the Transfer To GL Account Number filed type in the first 12 digits of the account number where the salary will be transferred to – Make sure to include the "-" between the account components
Correct: 12-5430-1650   Incorrect 1254301650

Choose the account number to transfer the salary to and the transfer will automatically be created

Debits the account that the charges will be transferred to and Credits the account number where the charges are being transferred from

Debits must equal credits

Reason/Comment field – enter the reason the salary is being transferred – be specific

If you need the transaction date to be a specific date enter "Please post to XX/XX/XXXX" in the Reason/Comment Field
Otherwise the transaction will be posted on the date the journal entry was approved.

DO NOT enter information in the "Posting Date (VP Admin and Accounting Use Only)" field.

Attach the backup to the journal entry – must attach at least the Annual Salary Report from CROA

Click submit once everything has been filled out and attached

Contact Information for questions Vicki Fontana 6532 or Mary Bylsma 6534

Workflow for the Salary Transfer Form in Etrieve

Accounting Forms Workflow

Employee — Submit Form → 1ˢᵗ Responsibility Code Manager

CC/MJC → College VP Admin

Fund 11 → Create GLIM Entries Form Filed into Content

Not Fund 11 → Central Services Accounting/Grants Manager

CS → Central Services Accounting/Grants Manager

CS Accounting/Grants

- Rosanne — Funds other than 12, 14, 74
- Vicki/Mary — Funds 14, 74
- Vicki/Mary — Fund 12 Subfund not 5 or 8
- Aaron/Mary — Fund 12 Subfund 5 or 8