

Edwardsville Campus End User Instructions

FORM – RTU (Request to Transfer Salary Budget Between Banner Reserve Positions)

Use: To request a transfer of salary budget between Banner Reserve positions after the original budget has been posted to Banner.

Access: Access the form via the [SIUE eForms](#) website.
The form is located under the Budget Forms section and is titled RTU Form.

Instructions: Complete the form using the following instructions: (Unless noted, all fields are **REQUIRED.**)

Fiscal Year Indicate the fiscal year for which this transfer is effective.

From/To/Date Provide the names of the units/accounts that are issuing and receiving the funds, as well as the date of the transfer.

Budget Purpose List the Budget Purpose from which the funds are being transferred, as well as the Budget Purpose to which the funds are being transferred.

Budget Profile List the Budget Profile for each transfer to determine whether the transfer is recurring or one-time.
The list of available Budget Profile codes to use are as follows: (Z011 - Recurring; Z022 – Non-Recurring; Z033 – Graduate Assistant; Z044 – Summer July-August; Z055 – Applied Music; Z066 – Pay Adjustments; Z070 – Self Lapsing; Z088 – Summer May-June).

Reserve Position List the Banner Reserve Position for the transferring and receiving Budget Purpose numbers (*i.e.* ZSL067, ZSR990).
If you have any questions on the Banner Reserve Position associated with your account, please see the second tab of the [FAS-AIS Crosswalk](#) file located on the SIUE eForms website or contact the Budget Office.

Amount Decrease List the amount of the salary adjustment. Please round amount to the nearest whole dollar (*i.e.* \$1,025.87 = \$1,026).

Amount Increase List the amount of the salary adjustment. Please round amount to the nearest whole dollar (*i.e.* \$1,025.87 = \$1,026).

Explanation of Transfer Provide a brief description of the nature of the transfer.

Approval Information Section: Obtain all necessary approvals before submitting this form.

<i>Fiscal Officer Requesting/Receiving Funds</i>	Required; Signature of fiscal officer requesting/receiving the funds and date signed.
<i>Fiscal Officer Transferring Funds</i>	Required; Signature of fiscal officer transferring the funds and date signed.
<i>Dean/Director</i>	Signature of Dean/Director of area to receive funds (if necessary).
<i>PVC/Delegate</i>	Signature of Provost/Vice Chancellor for Academic Affairs or their Delegate (if necessary).
<i>Date</i>	Date approved.

Yes/No Questions:

<i>Does Transfer Cross VC Functional Areas?</i>	Required; Check Yes or No ; Do funds being transferred cross Vice Chancellor areas? (<i>i.e. from VC Academic Affairs to VC Administration</i>).
<i>Is Transfer from Development Initiative Account?</i>	Required; Check Yes or No ; Are the funds being transferred from a centrally held Development Initiative account? <i>Note: These are accounts that are not assigned to a specific unit, department, or school and are often centrally held at the Vice Chancellor level (i.e. PVC Reallocation, General Administration, etc.) – most likely the answer is No.</i>
<i>Is the Transfer Recurring?</i>	Required; Check Yes or No ; Is this transfer recurring or one-time only for this fiscal year?

Routing:

Fill out this form completely, acquire all appropriate signatures, and send to the Vice Chancellor Budget Officer responsible for your area for their review. The VC Budget Officer will then forward the form to the Budget Office (Box 1130) for final processing.

Questions:

Please contact Robin Taylor in the Budget Office at Ext. 3015 with any additional questions regarding this form.