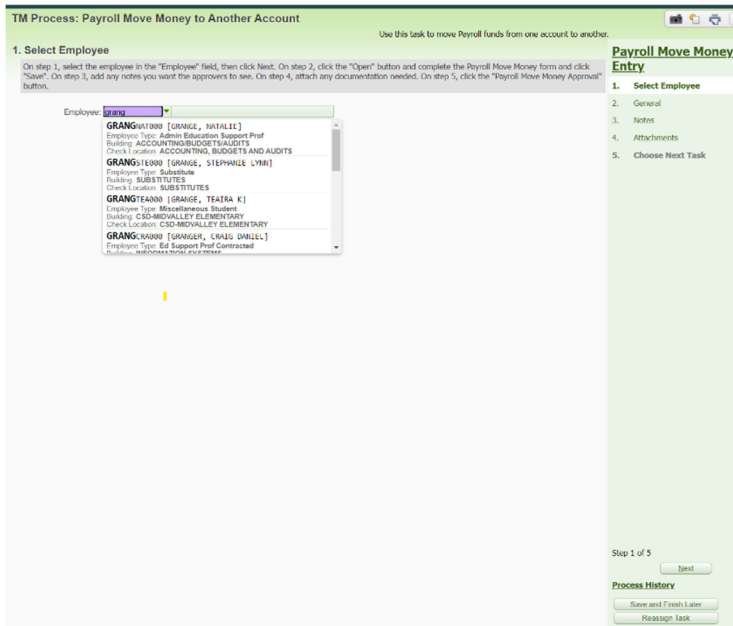
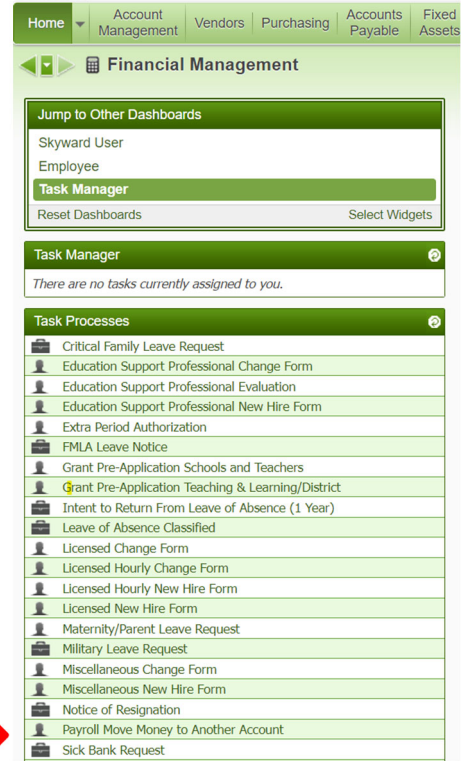


Move Money Form

Skyward Finance

The move money form has been made into a Skyward process to enable status tracking and notification when the move money has been completed. This form can only move payroll that has been posted and paid. This form will not impact changes to future payroll. That process needs to be done through HR.

Step 1: In Skyward Finance/Financial Management/
Select "Payroll Move Money to Another Account"
under task processes.



Step 2: Select the employee for which you are moving payroll charges. Pay careful attention to make sure you are getting the right person.

Click next.

Step 3: On next screen click the open box to get to the move money form.

Required First check date to move/last check date to move- you must list the check dates you want moved. This can be a range or one months. (09/30/2023-12/31/2023 or 12/31/2023-12/31/2023). You can only move the current fiscal year.

Amount- Enter the actual amount of salary to move. You can also leave this blank and provide the data in the attachments.

Incorrect Account/Correct account and percent- please complete these fields so payroll knows where the payroll is and where you want it moved. You do not have to include a percentage.

Required Explanation: You must provide a narrative of what you are moving and why.

Click "save".

skyfin.jordan.k12.ut.us/scripts/wsis.dll/WService=wsFin/qqudfedit007.w?isPopup=true

Payroll Move Money to Different Account

Name: **GRANGE, NATALIE** Employee Type: **Admn ESP** Building Code: **083**

Employee's Name:

Employee's Building Code: Employee's Building Desc:

* First Check Date to Move: * Last Check Date to Move:

Enter only the Gross Amount. Benefits will automatically attach and be moved.

Amount:

Incorrect Account #1: <input type="text"/>	Correct Account #1: <input type="text"/>	Percent Account #1: <input type="text"/>
Incorrect Account #2: <input type="text"/>	Correct Account #2: <input type="text"/>	Percent Account #2: <input type="text"/>
Incorrect Account #3: <input type="text"/>	Correct Account #3: <input type="text"/>	Percent Account #3: <input type="text"/>

Please explain in detail what you are trying to move.

* Explanation:

Maximum characters: 300, Remaining characters: 300

For Accounting Use Only

Accounting Notes:

Maximum characters: 300, Remaining characters: 300

For Payroll Use Only

Date Completed:

Payroll Notes:

Asterisk (*) denotes a required field

Step 2 of 5

Next ←

Process History

Save and Finish Later

Reassign Task

Step 4: Screen 3 is for adding more detailed notes if you need more room to explain. Information is not required on this screen if your explanation in the step above is sufficient.

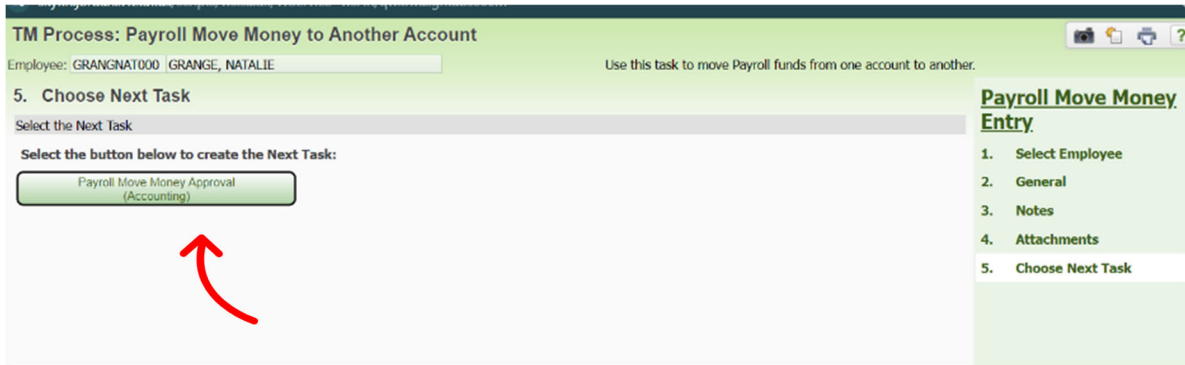
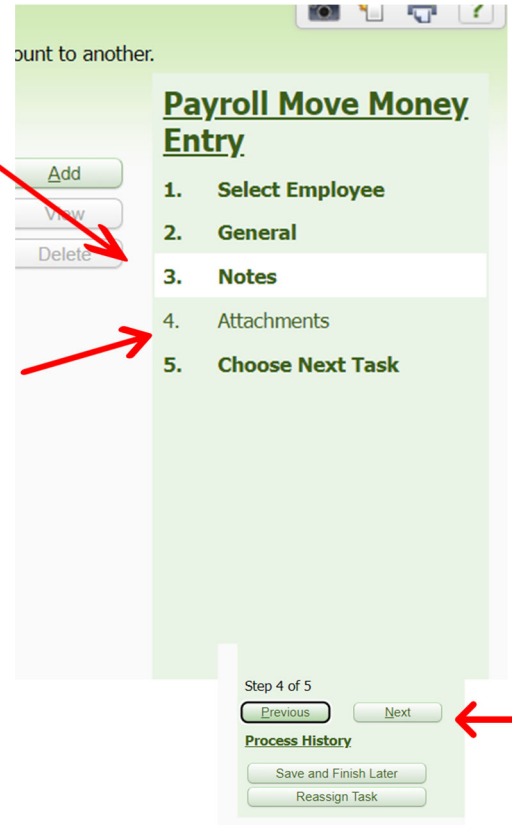
Step 5: Screen 4 is for attachments. Please attach screenshots, Skyward budget reports, time cards, etc. You must provide backup documentation regarding why payroll needs to be moved for this employee. Your move money form may be returned if documentation and explanation are not provided.

Click next to process to last step.

Step 6: click the "Payroll Move Money Approval (Accounting)" button. This sends the task to Accounting.

Accounting will review the move money form and clarify any questions with you. They will move the form along to Payroll.

When Payroll completes the actual move money form, the creator of the task will receive an email indicating the task has been completed.



Questions?

Contact Natalie.Grange@jordandistrict.org or call 88312