

**The University of Tennessee**

**SALARY TRANSFER VOUCHER** (*NOT to be used to transfer regular or agency pay between cost centers and WBS elements*)

Employee Name Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_  
 Personnel # \_\_\_\_\_  
 Responsible Cost Ctr # \_\_\_\_\_ CostCtrName \_\_\_\_\_  
 Position Title \_\_\_\_\_  
 Department Contact \_\_\_\_\_ Email \_\_\_\_\_

Pay Cycle: Monthly  Biweekly  Pay Period Ending Date \_\_\_\_\_

Type of Pay: (Choose Only One)

- Base Pay (Wage Type 6STB)** (Transfer between cost centers and WBS elements)
- Longevity (Wage Type 6STL)** (Transfer longevity pay between cost centers and/or WBS elements)
- Overtime (Wage Type 6STO)** (Transfer overtime pay between cost centers and/or WBS elements)
- Summer School (Wage Type 6STS)** (Transfer summer school pay between cost centers and/or WBS elements)
- Other Non Wage (Wage Type 6STX)** (Use ONLY for transfer of non-service fellowships and stipends)

TO BE CHARGED-Cost Ctr/WBS Element	TO BE CHARGED-Cost Ctr/WBS Element Name	Amount
<b>TOTAL</b>		

TO BE CREDITED-Cost Ctr/WBS Element	TO BE CREDITED-Cost Ctr/WBS Element Name	Amount
<b>TOTAL</b>		

Calculation of amounts transferred (show in detail how amounts were calculated).

**Approval Signatures / Dates:**

\_\_\_\_\_ Date \_\_\_\_\_ Department(s) Charged  
 \_\_\_\_\_ Date \_\_\_\_\_ Department(s) Credited