

Human Resources Staff Cost Distribution Journal Notes

Purpose

To request a journal transfer of staff costs from one account to another

Completion

For GL codes

- Cost Centre and Activity – in the second area there are 12 spaces for these codes to be entered. There are five spaces for cost centre and six for activity, with room for a space between the two.
- Analysis – in the third area there are six spaces for the analysis code, which will always be in the code range 144210 - 146140
- R – leave blank
- In the case of NHS recharges, the Pay Element column must **always** be completed.

For POETA codes

- Project - in the second area there are 12 spaces for the project code to be entered. There are six spaces for the P code and five spaces for the cost centre, with an underscore between the two.
- Expenditure Type – in the third area there are six spaces for the expenditure type, which will always be in the code range 144210 – 146140
- Task – currently defaults to 1

Percentage

- This field is optional. If it is not completed 100% of the costs for the period specified will be transferred.

Amount

- This field is optional. For pay costs incurred after February 2005 the period should always be specified. For payroll costs relating to periods before February 2005, which are not held in Labour Distribution, it is possible (if desired) to request transfers of actual amounts rather than costs for a specified period.

Approval Route

If the transfer involves a credit or debit to a **research project** (POETA code)

- HR will accept the completed *Staff Cost Distribution Journal* from Research Services staff sent by email. This means that the Research Services authorisation stamp on the paper form is optional.
- HR will not accept a completed *Staff Cost Distribution Journal* directly from the department where a project code is credited or debited. These should be forwarded to the relevant Research Services team for approval, again via email (or via a paper copy stamped by Research Services if preferred).

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If the transfer involves a credit or debit to a **NHS recharge account** (H code)

- HR will accept the completed *Staff Cost Distribution Journal* from Faculty Finance Team sent by email. This means that the Finance Team authorisation stamp on the paper form is optional.
- HR will not accept a completed *Staff Cost Distribution Journal* directly from the department where an H code is credited or debited. These should be forwarded to the Faculty of Medicine Finance team for approval, again via email (or via a paper copy stamped by the Faculty Finance team if preferred).

If the transfer involves a credit and debit to **any other GL codes only**

- HR will accept the completed *Staff Cost Distribution Journal* from the Departmental administrator sent by email. No departmental stamp is required.

Procedure

When completed forms should be e-mailed or sent to the appropriate Research Services team (POETA codes) or the Faculty of Medicine Finance team (NHS recharge accounts) for approval or e-mailed direct to staffcostadjust@imperial.ac.uk (all other GL codes).

When the adjustment has been entered an e-mail confirmation will be sent to the initiator confirming the amount transferred.

Form and Deadline Dates

- [Staff Cost Distribution Journal](#) (link to the HR website – Forms section and scroll down)
- [Monthly Staff Cost Distribution Deadline Dates – 2008](#)