

UCLA's legacy payroll system PPS was discontinued from use as of July 1st, 2019. Departments are now required to complete this form in order for EFM to process financial journals to move salary and salary-related expenses. Previous announcements regarding the discontinuation of PPS can be found in RAF slides from July 2017, January 2018, June 2018, January 2019, and March 2019.

**Reminder: Expenses must be moved to an unrestricted funding source. Debits to Contracts & Grants Funds will not be accepted.**

Instructions for PPS Salary Cost Transfer

1. Fill out a separate Journal Template tab in this Excel form for each individual needing PPS Salary Cost Transfer. Payroll backup must be submitted to EFM
2. If an effort report is required for the individual for the earn period being adjusted, manually adjust the report in ERS. A copy of the certified effort report(s) n  
The effort report(s) will indicate that an adjustment is needed, since adjusted effort will not match payroll in ERS. EFM will manually adjust the report to "certif
3. Complete Certification tab. A PDF of Certification tab with signatures must be submitted to EFM along with this Excel form. Only one certification is require
4. If the final financial deliverable has been issued and salary cost transfer changes the final expenses for the project, department must submit financial deliv  
documents along with this journal request
5. Submit all materials from steps 1 - 4 to EFM Accountant for review
6. EFM Accountant processes journal upon review if accepted
7. EFM Accountant forwards copy of effort report to ERS Help Desk to manually change effort report to "Certified" in ERS. Note that this can only be complet

must be submitted to EFM with this Excel form.