PAYROLL EXPENSE RECLASSIFICATION REQUEST

NOTE: A PAYROLL TRANSACTION THAT HAS ALREADY OCCURRED CAN BE RECLASSIFIED TO THE CORRECT ACCOUNT (FOAP) BY USING THIS FORM.

You must submit a PRA to HR to have the employee's record corrected for all future payment transactions.

Instructons for Using This Form: Payroll financials should be reviewed for accuracy at least once each month. As soon as an entry requiring reclassification is discovered, this form should be completed and sent to Payroll. Using information from Banner Finance, for each Payroll item that you would like to reclassify from one FOAP to another, complete fields A through R. Then enter the correct FOAP in fields S through V. Complete the submitting department authorization section to the left and send to PayrollHelp@newschool.edu, indicating “Reclassification, date and your department name” in the subject or through mail to Payroll at 80 Fifth Ave, 4th Fl. Payroll will process the reclassification with the next applicable payroll based on the same submission deadlines as PRAs. If you have questions, please contact Payroll at the email address above or by calling 212-229-5674 x4963.

<table>
<thead>
<tr>
<th>Correct (Reclass)</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Org</td>
</tr>
<tr>
<td>1100</td>
<td>25555</td>
</tr>
</tbody>
</table>

TOTAL: $ - $ - $ -

SUBMITTING DEPARTMENT:

DEPARTMENT: 
SUBMITTED BY: 
AUTHORIZED BY: 
DATE SUBMITTED: 

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