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**Human Resources Staff Cost Distribution Journal HR18 Notes**

**Purpose**

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

## Completion

**Pay**

Please ensure you check with the All Pay or One or more pay element tick box. Where one or more pay element has been selected, you must indicate which element(s) in the Pay element area.

## For GL codes

* Cost Centre - should be entered in the first area.
* Activity code - should be entered in the second area.
* Analysis code - should be entered in the third area, which will always be in the code range 144210 – 146140. Please ensure that you enter the correct analysis code.
* The fourth area - leave blank
* In the case of NHS recharges, the Pay Element column must always be completed.

## For POETA codes

* Project – should be entered in the first area. The P code should be entered with the project number and the cost centre, with an underscore between the two.
* Organisation – should be entered in the second area. Please ensure this is completed if it differs from the cost centre against the project.
* Expenditure Type – should be entered in the third area, which will always be in the code range 144210 – 146140. Please ensure that you enter the correct expenditure type.
* Award – should be entered in the fourth area. The award should be entered with the cost centre and the project number, with an underscore between the two. Please ensure this is completed as sometimes the award number differs to the project number.

**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.

## NOTE: Please ensure that if you complete both the percentage and amount fields that they match to avoid queries.

## Approval Route

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

* HR will **not** accept a completed Staff Cost Distribution Journal directly from the department where a project code is credited or debited as this has an impact on project staffing costs. These should be forwarded to the relevant Research or Grants teams for processing.
* In the event that the Research or Grants teams are unable to process the project code adjustment, HR will only accept the completed Staff Cost Distribution Journal from Research Services staff sent by email to [staffcostadjust@imperial.ac.uk](mailto:staffcostadjust@imperial.ac.uk) with confirmation that they give HR approval to process the Staff Cost Distribution Journal.

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

* 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 processing.
* In the event that the Faculty of Medicine Finance team is unable to process the project code adjustment, HR will only accept the completed Staff Cost Distribution Journal from Faculty of Medicine Finance team sent by email to [staffcostadjust@imperial.ac.uk](mailto:staffcostadjust@imperial.ac.uk) with confirmation that they give HR approval to process the Staff Cost Distribution Journal.

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.

# Procedure

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 processing, or e-mailed directly to [staffcostadjust@imperial.ac.uk](mailto:staffcostadjust@imperial.ac.uk) (all other GL codes).

When the adjustment has been entered by the HR Systems Team, an e-mail confirmation will be sent to the initiator confirming the details including the amount transferred.

**Form and Deadline Dates**

* [Staff Cost Distribution Journal](https://www.imperial.ac.uk/human-resources/about-us/a-z/#group-S)  (link to the HR ‘A-Z’ web page – go to section ‘S’ where the form can be found saved as ‘Staff cost distribution journal (Excel)’.

# [Monthly Staff Cost Distribution Deadline Dates](https://www.imperial.ac.uk/human-resources/pay-and-pensions/payroll-deadlines/monthly-staff-cost-distribution-journals/)