

Payroll Overpayment Account

Function: January 5, 2016
Procedure: Labor Distribution
Contact: RFFinance@rfsuny.org

Basis for Guideline

When employees are prepaid on a sponsored award(s), the charges should be moved to the Payroll Prepayment Account award until the amount is recovered from the employee.

Guideline Summary

This document identifies the award, project and task numbers for the Payroll Prepayment Account for each operating location.

The following table lists the Payroll Prepayment Account award, project and task number for each operating location:

Campus Name	Award/Project/Task
010 University at Albany	000292/1013520/1
011 SUNY Polytechnic	000653/1079810/1
020 University at Binghamton	000293/1013572/1
030 University at Buffalo	000294/1013582/1
050 University at Stony Brook	000296/1013588/1
100 Health Science Center at Brooklyn	000297/1013600/1
110 Health Science Center at Syracuse	000298/1013606/1
150 University College at Brockport	000299/1013623/1
160 University College at Buffalo	000300/1013631/1
170 University College at Cortland	000301/1013641/1
180 University College at Fredonia	000302/1013648/1
190 University College at Old Geneseo	000303/1013655/1
200 University College at Old Westbury	000304/1013663/1
210 University College at New Paltz	000305/1013668/1
220 University College at Oneonta	000306/1013671/1
230 University College at Oswego	000307/1013691/1

240 University College at Plattsburgh	000308/1013705/1
250 University College at Potsdam	000309/1013716/1
260 University College Purchase	000310/1013723/1
270 Institute of Technology at Utica/Rome	000311/1013728/1
280 Empire State College	000312/1013732/1
550 University College of Environmental Sciences and Forestry	000316/1013738/1
580 University College of Optometry	000318/1013742/1
350 College of Technology at Alfred	000319/1013747/1
360 College of Technology at Canton	000320/1013752/1
370 College of Technology at Cobleskill	000321/1013757/1
380 College of Technology at Delhi	000322/1013762/1
390 College of Technology at Farmingdale	000323/1013767/1
400 Morrisville State College	000324/1013772/1
650 Central Office	000325/1013821/1
655 SUNY Administration – Provost Office	000326/1013775/1
660 RF Operations Campus Specific	000327/1056467/1

Definitions

None

Related Information

None

Forms

None

Change History

Date	Summary of Change
February 28, 2024	Updated Contact
August 4, 2023	Updated contact information

January 5, 2016	Removed obsolete reports Assignments Unavailable for Processing, Deductions Report, Invalid Address Report, RF Deductions Not Taken Report, RF Terminating Employees Report. Remove reference to EPSS and added User Help instructions
June 7, 2011	Updated wording from overpayment to prepayment.
June 5, 2008	New document.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.