

Relocation expense reimbursements are processed through a payroll additional payment per [BPM E-7-8](#). The reimbursements are subject to tax withholdings and will be reported as taxable wages on the employee’s W-2 Form.

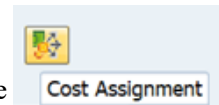
Prior to entry

- Verify that the offer letter includes the relocation reimbursement details, and is signed at the dean level
- Verify that the employee’s hire information exists in SAP

Entry

- Create a **15 screen via PA30**. If needed, you may access the [QRG – PA30 Create Additional Payments](#) to create the payroll entry. Include the Wage Type, Amount, Date of Origin (payment date). Save.
- The applicable wage types are:
Relocation Expenses, 2600
House-Hunting, 2600
Temporary Housing, 2090

Note: The Cost Assignment icon can be used to assign a specific funding source



Example Additional Payment Entry

Additional Payments (0015)			
Wage Type	2600	Non Qual Moving Expenses	
Amount	4,500.00	USD	Ind.val.

After Entry

- Follow the [QRG – Generating a ZPAR](#) to generate the **ZPAR** form and obtain approval signature
- Submit the ZPAR, with the attached signed offer letter to the M-G CAFE Business Center (agbusinesscenter@uky.edu) prior to the applicable deadline

Example ZPAR

Recurring/Additional Payments	
Non Qual Moving Expenses	4,500.00 (0015)

Resources

[Payroll Schedule](#)

[BPM E-7-8](#)

[QRG – Additional Payments](#)

[QRG – Generating a ZPAR \(Payroll Authorization Record\)](#)

