



Memorandum

To: Deans, Directors and Budget Unit Heads
From: Nancy Hinchcliff
Assistant Vice President for Payroll Management
Subject: Human Resource Forms Updated for Banner Finance Launch
Date: June 22, 2009

As announced in the [Controller's Office memo](#) dated June 19, 2009, the new cost center structure, called FOAPAL, has been added to many Temple business forms in order to accommodate the new Banner Finance System that will be launched on July 1. The following Human Resources forms will be updated to request FOAPAL. Note that the requirement for separate forms by pay cycle has been eliminated. The new forms will be available in an interactive format that you can fill out and print:

- Payroll Adjustment Form (additional payments and reduction in pays)
- Overtime Reporting Form
- Manual Time Report
- Expense Distribution Change Form

Please be aware that once you enter your FOAPAL, the interactive form will automatically show the old cost center structure. The cost center information is necessary for the existing HRS System. **Please do NOT send forms with the FOAPAL only as this may result in a delay in processing time.**

The updated forms are available on the [TUportal](#) under the **Staff Tools** Tab within the **Employee Forms** channel or through the [Human Resources forms web site](#). Please use the new forms immediately in place of the old HR forms.

If you have any questions, please feel free to contact us at (215)204-3116 or the Payroll Management administrative specialists directly.

Thank you for your cooperation in using the revised forms as we move to the Banner system.

