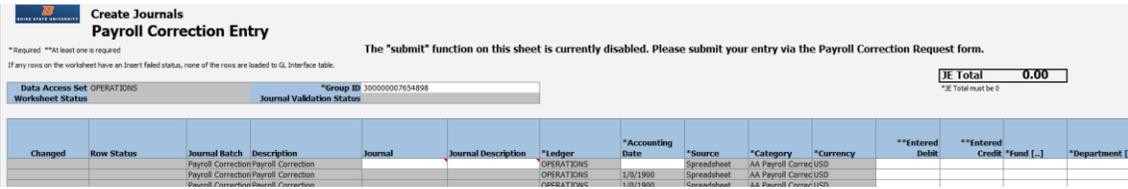
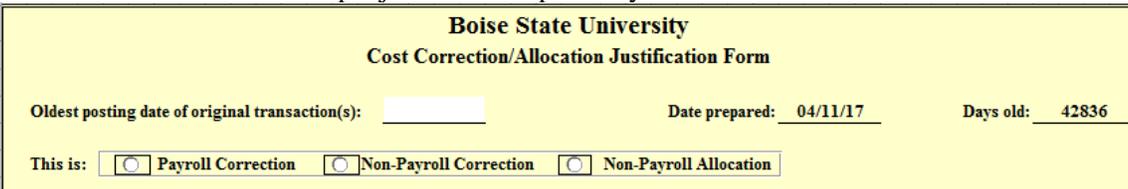




Creating and Submitting a Payroll Correcting Entry

Purpose: Payroll Correcting Entries should be completed to make corrections to posted payroll expenses.

Step	Action
1.	Access the Payroll Correction Template and Payroll Correction Request via University Forms and Documents .
2.	Download the Payroll Correction Template and complete the fields.
3.	Open the form, click File , and click Save As . Save your file with a name and location decided upon by your work area. 
4.	Each Payroll Correcting Entry submitted must tie to a single payroll correction justification form. You cannot have multiple justifications per entry.  <p>Note: Payroll correcting entries are no longer limited to one pay period for multiple people or one person for multiple pay periods.</p>
5.	Run a Salary Ledger Report to obtain original data for the transaction you wish to correct and export the report to Excel. Save and attach the Salary Ledger Report to the journal entry. <p>Note: You must have appropriate security access to run a Salary Ledger Report.</p>
6.	Enter Journal (G13) and Journal Description (H13) in the appropriate fields on the first enterable line. <p>These fields are free form with character limits of 100 and 240, respectively. They are for department information and there is no mandated format. The values will autofill down the template.</p>  <p>Note: Only white cells on the form are enterable, grey cells are non-enterable.</p>



Step	Action																				
7.	<p>Enter Accounting Date (J13) as the current date or the last day of the month you wish the entry to be posted in.</p> <table border="1"> <tr> <td>*Accounting Date</td> </tr> <tr> <td> </td> </tr> </table> <p><i>Note:</i> Journals for the prior month are only processed the first four working days of the next month.</p>	*Accounting Date																			
*Accounting Date																					
8.	<p>Enter Financial Data Detail</p> <p>Enter amount as Entered Debit or Entered Credit.</p> <p>Entered Credit will remove the amount from the indicated funding source and Entered Debit will add the amount to the indicated funding source.</p> <table border="1"> <tr> <td>**Entered Debit</td> <td>**Entered Credit</td> </tr> <tr> <td> </td> <td> </td> </tr> </table> <p><i>Note:</i> The debits and credits entered need to be rounded to the second decimal place.</p> <p>Enter Segment Values for correction.</p> <table border="1"> <tr> <td>*Fund [..]</td> <td>*Department [..]</td> <td>*Cost Center [..]</td> <td>*Account [..]</td> <td>*Supplemental [..]</td> <td>*Interfund [..]</td> <td>*Project [..]</td> <td>*Future1 [..]</td> </tr> <tr> <td> </td> </tr> </table> <p>Protip: The detail for the original transaction can be copied and pasted as values from the Salary Ledger Report and the debit or credit reversed to correct the original transaction.</p>	**Entered Debit	**Entered Credit			*Fund [..]	*Department [..]	*Cost Center [..]	*Account [..]	*Supplemental [..]	*Interfund [..]	*Project [..]	*Future1 [..]								
**Entered Debit	**Entered Credit																				
*Fund [..]	*Department [..]	*Cost Center [..]	*Account [..]	*Supplemental [..]	*Interfund [..]	*Project [..]	*Future1 [..]														
9.	<p>Enter Transaction Data Detail: Line Description, Employee ID, Employee Name, Pay Type, Position Number, and Pay Period End Date.</p> <table border="1"> <thead> <tr> <th>Line Description</th> <th>JE Lines - Context</th> <th>Employee ID*</th> <th>Employee Name</th> <th>Pay Type*</th> <th>Position Number</th> <th>Pay Period End Date*</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Protip: The detail from the original transaction can be copied from the Salary Ledger Report and pasted on to the journal entry to ensure the correct formatting.</p>	Line Description	JE Lines - Context	Employee ID*	Employee Name	Pay Type*	Position Number	Pay Period End Date*	Salary												
Line Description	JE Lines - Context	Employee ID*	Employee Name	Pay Type*	Position Number	Pay Period End Date*															
Salary																					
10.	<p>Review your journal to ensure each required field has been completed and it is balanced.</p> <table border="1"> <tr> <td>JE Total</td> <td>0.00</td> </tr> </table> <p>*JE Total must be 0</p> <p><i>Note:</i> Total Entered Debit = Total Entered Credit (P7)</p>	JE Total	0.00																		
JE Total	0.00																				

Step	Action																								
11.	<p>Click Pivot Check tab at the bottom of the worksheet.</p> <p>Refresh the pivot tables to ensure your journal balances by employee ID and pay period end date.</p> <p>Click into one table and Select Ctrl + Alt + F5 <u>OR</u> Select Data tab at top and Click Refresh All</p>  <table border="1" data-bbox="337 611 1489 741"> <thead> <tr> <th colspan="2">Balance by Em'p ID</th> <th colspan="2">Balance by PPE date</th> <th colspan="2">Balance by Fund</th> </tr> <tr> <th>Row Labels</th> <th>Sum of Net Amount</th> <th>Row Labels</th> <th>Sum of Net Amount</th> <th>Row Labels</th> <th>Sum of Net Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>0</td> <td></td> <td>0</td> <td></td> <td>0</td> </tr> <tr> <td>Grand Total</td> <td>0</td> <td>Grand Total</td> <td>0</td> <td>Grand Total</td> <td>0</td> </tr> </tbody> </table> <p>Note: All lines in each PivotTable should have a net sum of 0 except for by Fund.</p> <p>If there is an amount other than 0 on any line, you will need to correct your entry to make the debits equal the credits for each employee ID, pay period end, and account code.</p>	Balance by Em'p ID		Balance by PPE date		Balance by Fund		Row Labels	Sum of Net Amount	Row Labels	Sum of Net Amount	Row Labels	Sum of Net Amount		0		0		0	Grand Total	0	Grand Total	0	Grand Total	0
Balance by Em'p ID		Balance by PPE date		Balance by Fund																					
Row Labels	Sum of Net Amount	Row Labels	Sum of Net Amount	Row Labels	Sum of Net Amount																				
	0		0		0																				
Grand Total	0	Grand Total	0	Grand Total	0																				
12.	Click Justification Form tab at the bottom of the worksheet and complete as appropriate for the correction.																								
13.	Route via email for the appropriate approvals listed on the Justification Form .																								
14.	<p>Upload completed Payroll Correction Template, Salary Ledger Report, and supporting documentation into the Payroll Correction Request form.</p> <div data-bbox="344 1161 680 1192" style="border: 1px solid gray; padding: 2px;"> <input type="text" value="file name"/> <input type="button" value="Upload"/> </div>																								
15.	You will receive a confirmation e-mail with a tracking number once the payroll correcting entry is received.																								
16.	End of Procedure.																								