

Completing a Payroll Correcting Entry

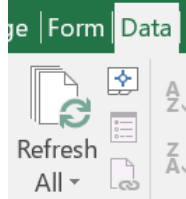
Purpose: Payroll Correcting Entries may be completed to make corrections to posted payroll expenses.

Step	Action																																													
1.	<p>Access the Payroll Correction Form via University Forms and Documents.</p> <p>UNIVERSITY FORMS AND DOCUMENTS</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>NOTE: Newer versions of Mozilla(Firefox) and Google Chrome may not display pdfs properly. Learn how to change your settings here or try viewing in a different browser. You can also download the pdf file to your computer and open in Acrobat to complete the form.</p> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>sort by ALPHA</p> <p>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</p> <hr/> <p>sort by DEPARTMENT</p> <p>Select a Department ▼</p> </div> <div style="width: 45%; text-align: center;"> </div> </div> <p>Note: Always access the form via the forms and documents page. Do not save a copy to a local location and reuse. This form is subject to continual updates and must use the most current version. Using an out of date version may result in your submission being sent back to you to be re-submitted on the correct form.</p>																																													
2.	<p>Open the form, click File, and click Save As. Save your file with a name and location decided upon by your work area.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Create Journals</p> <p>Payroll Correction Entry</p> <p>The "submit" function on this sheet is currently disabled. Please submit your entry to JEUploads@boisestate.edu.</p> <p>*Required **At least one is required</p> <p>Data Access Set OPERATIONS *Group ID 300000007654888 JE Total 0.00</p> <p>Worksheet Status Journal Validation Status</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Changed</th> <th>Row Status</th> <th>Journal Batch</th> <th>Description</th> <th>Journal</th> <th>Journal Description</th> <th>*Ledger</th> <th>*Accounting Date</th> <th>*Source</th> <th>*Category</th> <th>*Currency</th> <th>**Entered Debit</th> <th>**Entered Credit</th> <th>*Fund [..]</th> <th>*Department [..]</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Payroll Correction</td> <td>Payroll Correction</td> <td></td> <td></td> <td>OPERATIONS</td> <td>1/0/1900</td> <td>Spreadsheet</td> <td>AA Payroll CorrectUSD</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Payroll Correction</td> <td>Payroll Correction</td> <td></td> <td></td> <td>OPERATIONS</td> <td>1/0/1900</td> <td>Spreadsheet</td> <td>AA Payroll CorrectUSD</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Changed	Row Status	Journal Batch	Description	Journal	Journal Description	*Ledger	*Accounting Date	*Source	*Category	*Currency	**Entered Debit	**Entered Credit	*Fund [..]	*Department [..]			Payroll Correction	Payroll Correction			OPERATIONS	1/0/1900	Spreadsheet	AA Payroll CorrectUSD								Payroll Correction	Payroll Correction			OPERATIONS	1/0/1900	Spreadsheet	AA Payroll CorrectUSD					
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3.	<p>Each Payroll Correcting Entry submitted must tie to a single payroll correction justification form. You cannot have multiple justifications per entry.</p> <div style="border: 1px solid gray; padding: 10px; background-color: #ffffcc; margin-bottom: 10px;"> <p style="text-align: center;">Boise State University</p> <p style="text-align: center;">Cost Correction/Allocation Justification Form</p> <p>Oldest posting date of original transaction(s): <input type="text"/> Date prepared: <u>04/11/17</u> Days old: <u>42836</u></p> <p>This is: <input type="radio"/> Payroll Correction <input type="radio"/> Non-Payroll Correction <input type="radio"/> Non-Payroll Allocation</p> </div> <p>Note: Payroll correcting entries are no longer limited to one pay period for multiple people or one person for multiple pay periods.</p>																																													
4.	<p>Run a Salary Ledger Report to obtain original data for the transaction you wish to correct and export the report to Excel.</p> <p>Note: You must have appropriate security access to run a Salary Ledger Report.</p>																																													



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5.	<p>Enter Journal (G13) and Journal Description (H13) in the appropriate fields on the first enterable line.</p> <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> <table border="1" data-bbox="337 533 915 699"> <tr> <td style="background-color: #d9e1f2;">Journal</td> <td style="background-color: #d9e1f2;">Journal Description</td> </tr> <tr> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;"></td> </tr> </table> <p><i>Note:</i> Only white cells on the form are enterable, grey cells are non-enterable.</p>	Journal	Journal Description																		
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6.	<p>Enter Accounting Date (J13) as the current date or the last day of the month you wish the entry to be reflected in.</p> <table border="1" data-bbox="337 858 555 1024"> <tr> <td style="background-color: #d9e1f2;">*Accounting Date</td> </tr> <tr> <td style="background-color: #d9e1f2;"></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																			
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7.	<p>Enter Financial Data Detail</p> <p>Enter amount as Entered Debit or Entered Credit.</p> <p>Entered Debit will remove the amount from the indicated funding source and Entered Credit will add the amount to the indicated funding source.</p> <table border="1" data-bbox="375 1333 794 1499"> <tr> <td style="background-color: #d9e1f2;">**Entered Debit</td> <td style="background-color: #d9e1f2;">**Entered Credit</td> </tr> <tr> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;"></td> </tr> </table> <p>Enter Segment Values for correction.</p> <table border="1" data-bbox="337 1570 1479 1686"> <tr> <td style="background-color: #d9e1f2;">*Fund [..]</td> <td style="background-color: #d9e1f2;">*Department [..]</td> <td style="background-color: #d9e1f2;">*Cost Center [..]</td> <td style="background-color: #d9e1f2;">*Account [..]</td> <td style="background-color: #d9e1f2;">*Supplementa</td> <td style="background-color: #d9e1f2;">*Interfund [..]</td> <td style="background-color: #d9e1f2;">*Project [..]</td> <td style="background-color: #d9e1f2;">*Future1 [..]</td> </tr> <tr> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #d9e1f2;"></td> </tr> </table> <p>Protip: The detail for the original transaction can be copied 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 [..]	*Supplementa	*Interfund [..]	*Project [..]	*Future1 [..]								
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8.	<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></td> <td>Salary</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Line Description	JE Lines - Context	Employee ID*	Employee Name	Pay Type*	Position Number	Pay Period End Date*		Salary															
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9.	<p>Review your journal to ensure each required field has been completed and it is balanced.</p> <div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p>JE Total 0.00</p> <p>*JE Total must be 0</p> </div> <p><i>Note:</i> Total Entered Debit = Total Entered Credit (P7)</p>																								
10.	<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"> <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><i>Note:</i> 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
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11.	Click Justification Form tab at the bottom of the worksheet and complete as appropriate for the correction.																								
12.	Route via email for the appropriate approvals listed on the Justification Form .																								
13.	E-mail your completed and approved Payroll Correction Template and Supporting Documentation to: JEUploads@BoiseState.edu																								
14.	You will receive an e-mail response with a searchable confirmation number once the journal entry has been processed into the system.																								
15.	End of Procedure.																								