Request Payroll Accounting Adjustment for Oneself

This Quick Reference Guide (QRG) is designed to walk a Payroll Accounting Adjustment Specialist through the task of requesting Payroll Accounting Adjustment (PAA) for themself in Workday.

Workday does not allow you to complete a Payroll Accounting Adjustment for yourself (they consider it a conflict of interest). This process can be used to submit a request to Central Finance for creating a payroll accounting adjustment for your payroll expenses.

Procedure: Request Payroll Accounting Adjustment for Oneself

On the Workday Home screen:

1. Type Create Request in the search field.
2. Select the Create Request task from the Search Results.

On the Create Request screen:

3. Enter Request Type “Payroll Accounting Adjustment for Oneself”
   Either type this in the field and hit enter, or search using the drop-down menu.
4. Select OK to proceed,

On the Payroll Accounting Adjustment for Oneself screen:

5. Complete the following required fields:
   - Which Pay Group is being adjusted as part of this Payroll Accounting Adjustment (PAA)?
     Select the radio button next to the relevant pay group for this adjustment.
   - Why is this PAA being requested? Note: Your answer will be used to determine which Change Reason to select.
     Use one of the following Change Reasons:
     - Adjustment based on time spent on activities
     - Adjustment due to budget change
     - Adjustment moving salaries off a sponsored Grant
     - Adjustment of salary/wage to different Grant under same Award
     - Adjustment to correct non-grant funding
     - Costing Allocation schedule not established
     - Other (include a comment here or at Step 6 explaining)
• **What Pay Periods need to be adjusted as part of this PAA?**
  Type the pay periods that need to be adjusted as part of this PAA.

• **What is the Position Number for this PAA?**
  Type the position number for the PAA.

• Provide PAA details such as **Pay Component(s), FDM worktags, distribution percentage(s) or dollar amount(s)** for each set of worktags, etc. associated with the adjustment.
  Type the PAA details required for processing the request.

6. **Enter Your Comment** in the provided field (optional).

7. Add attachments, if desired:
   • Drag and drop any supporting documentation to the field or select the **Select Files** button to browse your documents. Enter description (optional).
   • To continue adding additional documents, click the Upload button.
   • Click the trash can icon next to any attachment to remove it.

8. Select **Submit** to submit the request.

You have successfully completed this task. It will now be routed based on the configuration.