Correction Decision Tree

What Workday task do I use to make corrections?

Is it Payroll or OTPS related?

Payroll

Is it Rector & Visitors or Wise?

Yes

No – It’s UPG or MC

Did it post in Workday?

Yes

No – It posted in Oracle

Complete a Payroll Accounting Adjustment

Complete an Historical Payroll Adjustment

Complete an Accounting Journal

OTPS (Other Than Personnel Services)

What type of OTPS?

Revenue

Ad Hoc Bank Transaction

Customer Invoice

Expenditure

Internal Service Delivery (ISD), Expense Report, or Supplier Invoice (Purchase Order or Supplier Invoice Request)?

ISD

Expense Report

Supplier Invoice

SIS

If the transaction originated in SIS, it should be corrected in SIS.

Do you need to split the line?

Yes

No

Can you wait until it has been paid?

Yes

No