

Overview

This Quick Reference Guide (QRG) is designed to walk **Payroll Accounting Adjustment Specialists, Grants Compliance Reviewers, and Payroll Partners** through the task of **Creating Payroll Accounting Adjustments**. This task is used to correct payroll accounting results for employees in Workday.

Payroll Accounting Adjustment Specialist: Has initiating authority to Create Payroll Accounting Adjustment for Workers in the Company/Company Hierarchy or Cost Center/Cost Center Hierarchy for which they are assigned.

Grants Compliance Reviewer (Central): Reviews and approves payroll accounting adjustments, depending on grant involvement. They can also initiate Payroll Accounting Adjustments to move payroll charges off sponsored awards, if needed for compliance.

Payroll Partners (Central): Process Payroll Accounting Adjustments for Medical Center (MC) and University Physicians Group (UPG) workers based on requests received via the online forms.

Payroll Accounting Adjustments can be done by Distribution Percent and Dollar Amount. The following procedure will cover steps for both.


	<p>A person cannot create Payroll Accounting Adjustments for oneself. If you need to correct your own payroll accounting results, refer to the Quick Reference Guide:</p>
<p>NOTE</p>	<p>Create Request: Payroll Accounting Adjustments</p> <p>Payroll Accounting Adjustments for Medical Center (MC) or University Physicians Group (UPG) workers will be accomplished by a Payroll Partner in Central Finance. The process can be initiated via the following forms:</p> <p>Medical Center Payroll Funding Adjustment Request</p> <p>University Physicians Group Payroll Funding Adjustment Request</p>

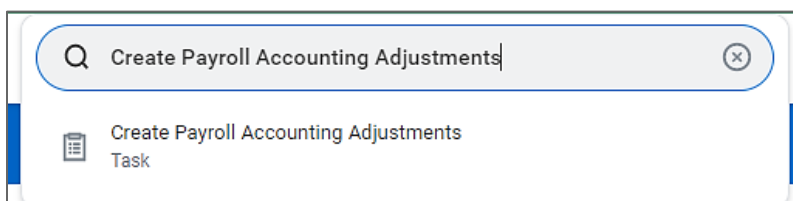
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Create Payroll Accounting Adjustment Procedure

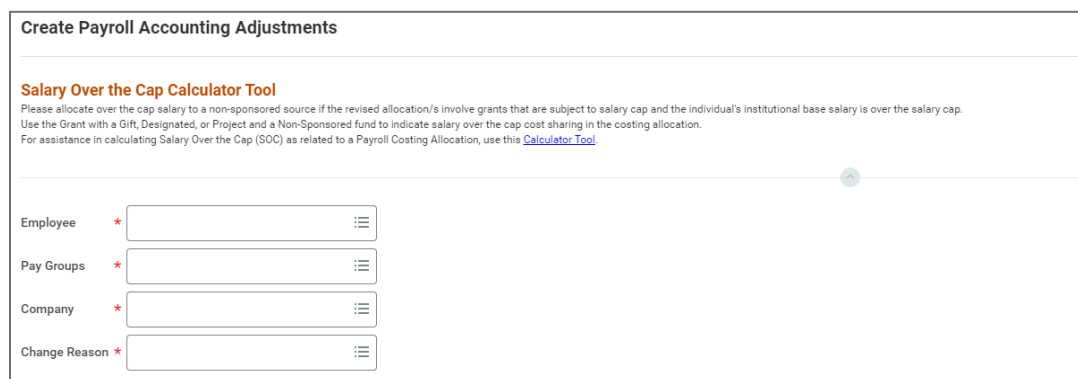
On the Workday **Home** screen:

1. Type **Create Payroll Accounting Adjustments** in the search field.
2. Select the **Create Payroll Accounting Adjustments** from the Search Results.



The screenshot shows a search bar with the text 'Create Payroll Accounting Adjustments' entered. Below the search bar, a dropdown menu is open, showing a single result: 'Create Payroll Accounting Adjustments' with a 'Task' icon next to it.

In the **Create Payroll Accounting Adjustments** window:



The screenshot shows the 'Create Payroll Accounting Adjustments' window. At the top, there is a section titled 'Salary Over the Cap Calculator Tool' with a brief explanation and a link to the 'Calculator Tool'. Below this, there are four required fields, each with a red asterisk and a dropdown menu icon:

- Employee *
- Pay Groups *
- Company *
- Change Reason *

3. Complete the following required fields:
 - **Employee:** select the appropriate Employee for whom you want to perform the payroll accounting adjustment.
 - **Pay Groups:** select the Pay Group of the employee from the drop-down list.
 - **Company:** select the appropriate Company from the drop-down list.
 - **Change Reason:** select the appropriate Change Reason for the payroll accounting adjustment.



The following Optional Parameters section and table are required if you are adjusting by percent. If adjusting by dollar amount, it is still highly recommended to use these, as this is the most efficient process for populating the information on the next page.

When adjusting multiple pay periods, *if you do not use this section*, you will have to manually enter each pay period and key the same information multiple times with no ability to copy.

If you still do not want to use this section, skip to Step 6.

In the **Optional Parameters** section:

The screenshot shows the 'Optional Parameters' section with two fields: 'Pay Periods' and 'Payroll Result Type'. The 'Pay Periods' field is empty. The 'Payroll Result Type' field has two options: 'Off-cycle' and 'On-cycle', both of which are selected with an 'x' icon.

4. Complete the following fields under the **Optional Parameters** section (recommended):
 - **Pay Periods:** Select the appropriate pay period(s), if desired.
 - If you want to use the costing table below, you must select the pay periods you want to adjust.
 - If you leave this field blank and do not use the table below, you will have to add each pay period one at a time on the following screen.
 - **Payroll Result Type:** Workday enables both **On Cycle** and **Off Cycle** as the default Payroll Result Type. This enables pulling all types of pay results an employee may have received in the selected pay period(s).

In the **Optional Parameters** section table:

The screenshot shows the 'Optional Parameters' section with a table below the fields. The table has the following columns: Order, *Position, *Pay Component(s), Costing Company, Worktags, and *Distribution Percent. The table is currently empty, showing '0 Items' and 'No Data'. There are '+' and '-' icons in the top left corner of the table area. Below the table are 'OK' and 'Cancel' buttons.

5. Populate the table with your **proposed adjustments**: Changes made to costing allocations in this table will apply to all pay periods selected in **Step 4**. Distribution Percent information entered here will be reflected by dollar amount on the next screen and can still be edited.
 - a. Add row by selecting the (+) icon:
 - b. Enter **Position** and **Pay Component(s)** (required fields).
 - c. Enter **Costing Company** if the employee's payroll is allocated to a Company other than where they are employed.
 - d. Edit **worktags**:
 - Some Worktags default based on the Position Org Assignments from HCM. Remove, as needed, by selecting the (x) next to the Worktag:

- Add Worktags, as required/desired. **Required** worktags include Cost Center Business Unit (if company is R&V), Gift/Grant/Designated/Project, Fund and Function. **Highly recommended** worktags include Employee and Position.

To add, select the Search icon and search or browse for your desired Worktag(s).



Important notes about Grants:

If you are adjusting pay involving one or more grant worktag(s) (including Federal Work Study), the Pay Period(s) being adjusted must fall within the Award Line To and From dates.

If your proposed adjustment involves a grant subject to the **NIH Salary Cap**, you may need to create additional lines to allocate salary over the cap to non-sponsored funds. Each NIH funded grant will be set up with allowable worktags for this purpose.

1. First, determine if the Salary Cap applies to the individual:
 - a. Verify the Employee's Institutional Base Salary (including UPG, if applicable).
 - b. Select the hyperlinked **"Calculator Tool"** at the top of the Create Payroll Accounting Adjustment screen to calculate the salary over the cap and percentage/dollar amount split (this opens an Excel document).
2. If needed, split the allocation as follows:
 - a. One allocation line for the salary that can be charged to the NIH Grant (based on the NIH Salary Cap for the year):
 - Select the NIH Grant Worktag.
 - b. One (or more) allocation line(s) for the salary over the cap amount:
 - Select the NIH Grant Worktag **and** allowable worktags to identify non-sponsored fund source (i.e., Gift or Designated). Ensure the non-sponsored Fund is used for this allocation line.

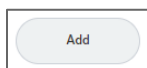
	<p>Important information if using cost share grants:</p> <p>If a cost share grant is selected, a set of default worktags will auto-populate. However, there may be alternative allowable worktags that can be selected (as previously established during the Award Setup process).</p> <ul style="list-style-type: none"> Reference the allowable worktags (use Workday Report "INT RPT Allowed Worktags," if required) and add accordingly.
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- e. Enter **Distribution Percent** (required field). If you intend to adjust by dollar amount, make an *estimate* here and you can edit the dollar amounts on the next page.
- f. Repeat **Steps a-e** for additional row(s) if you are splitting the distribution across multiple worktags. Distribution percent(s) must total 100%.

6. Select **OK** to proceed.

On the **Create Payroll Accounting Adjustments** screen:

7. If you did not enter any **Pay Period(s)** in the previous window, select the **Add** button:



8. Add attachments, if desired:
 - a. Select the arrow icon (>) to the left of **Attachments** to expand the Attachments section.
 - b. Drag and drop any supporting documentation to the field or select the **Select Files** button to browse your documents.
 - c. To continue adding additional documents, click the Upload button.
 - d. Click the trash can icon next to any attachment to remove it.

9. Complete the required fields in the **Adjustments** section, as needed:

A yellow square icon with a blue border and a blue exclamation mark.	<p>Depending on your previous selections, some information may auto-populate.</p> <p>If the fields are hidden under the Adjustments section, select the arrow icon (>) to the left of Adjustments to expand the section.</p>
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- Payroll Result:** Select a Payroll Result from the drop-down list. You may only select one, which will then populate the Pay Period field (if not pre-populated). You can still manually add additional Pay Period(s) in later steps, if desired.
 - Position(s):** Select the worker Position(s) from the drop-down list.
 - Pay Component(s):** Select the appropriate Pay Component(s) from the drop-down list.
 - Change Reason:** Re-enter your Change Reason if it does not auto-populate.
10. Select the **Refresh Journal Lines** checkbox if current journal lines did not populate:
This will display the information in the **Current Journal Lines** table. If you populated the costing allocation table on the previous window, the Current Journal lines will already be shown.



The **Current Journal Lines** table displays the original payroll costing. Use this table as a reference to propose the adjustments in the **Proposed Adjustments** table.

- Remove **Journal Lines** that you do not need to include in the adjustment by selecting the (-) icon for the journal line(s) you are removing.



This streamlines the adjustment process and avoids unnecessary routing, where applicable.

- Select the **Combine Identical Adjustments** box (optional):
Using this option will aggregate any rows with identical Position, Pay Component, Costing Company, Worktags and Budget Date and display as one row in the **Proposed Adjustments** table.

In the **Proposed Adjustments** table: If you populated the table on the previous page, skip to **Step 16**. Otherwise, continue.

- Select the (+) icon to add a row to the table.
- Complete the following required fields in the row:



Verification is done by position and pay components independently to ensure all entries are equal. Ensure you select the same parameters in the proposed lines as the current lines

- Debit Amount** – this is the amount to allocate to the new Worktags.
The total Debit Amount in Proposed Adjustments must equal the total Debit Amount in the Current Journal Lines.
- Position** – select the Position from the drop-down list that matches the Current Journal Lines.
- Pay Component** – select the appropriate Pay Component from the drop-down list.
- Costing Company** – select the appropriate Costing Company from the drop-down list.
- Worktags** - Some Worktags default based on the Position Org Assignments from HCM.
 - Remove, as needed, by selecting the (x) next to the Worktag:

Worktags

x

Cost Center: CC1217 MD-DMED Research

...

⋮

x

Fund: FD002 Unrestricted Local Fund


x

Location: COBB HALL


...

- Add Worktags, as required/desired. **Required** worktags include Cost Center Business Unit (if company is R&V), Gift/Grant/Designated/Project, Fund and Function. **Highly recommended** worktags include Employee and Position.

To add, select the Search icon and search or browse for your desired Worktag(s).

	<p>Important notes about Grants:</p> <p>If you are adjusting pay involving one or more grant worktag(s) (including Federal Work Study), the Pay Period(s) being adjusted must fall within the Award Line To and From dates.</p> <p>If your proposed adjustment involves a grant subject to the NIH Salary Cap, you may need to create additional lines to allocate salary over the cap to non-sponsored funds. Each NIH funded grant will be set up with allowable worktags for this purpose.</p> <ol style="list-style-type: none"> 3. First, determine if the Salary Cap applies to the individual: <ol style="list-style-type: none"> a. Verify the Employee's Institutional Base Salary (including UPG, if applicable). b. Select the hyperlinked "Calculator Tool" at the top of the Create Payroll Accounting Adjustment screen to calculate the salary over the cap and percentage/dollar amount split (this opens an Excel document). 4. If needed, split the allocation as follows: <ol style="list-style-type: none"> a. One allocation line for the salary that can be charged to the NIH Grant (based on the NIH Salary Cap for the year): <ul style="list-style-type: none"> ○ Select the NIH Grant Worktag. b. One (or more) allocation line(s) for the salary over the cap amount: <ul style="list-style-type: none"> ○ Select the NIH Grant Worktag and allowable worktags to identify non-sponsored fund source (i.e., Gift or Designated). Ensure the non-sponsored Fund is used for this allocation line. <p>Important information if using cost share grants:</p> <p>If a cost share grant is selected, a set of default worktags will auto-populate. However, there may be alternative allowable worktags that can be selected (as previously established during the Award Setup process).</p> <ul style="list-style-type: none"> • Reference the allowable worktags (use Workday Report "INT RPT Allowed Worktags," if required) and add accordingly.
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- **Budget Date** – auto-populates based on the Budget Date in the Current Journal Lines. Ensure the budget dates in the Proposed Adjustments match the budget dates in the Current Journal Lines unless there is a business requirement for them to be changed (see note below).

 NOTE	Payroll Accounting Adjustments are always on a pay period basis. If you are adjusting for a partial pay period, you will need to prorate accordingly and edit the Budget Date (e.g., to move prorated payroll expenses onto a Grant within its period of performance). Include a comment at Step 18 to explain why a Budget Date has been changed.
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15. Select the (+) icon in the **Proposed Adjustments** table to add an additional line and split the payroll costing, if needed.


16. Verify adjustment amounts using the **Summary Totals** section, if desired:

- Select **Pay Components** and/or **Worktags**, if desired, based on the proposed adjustments.
- Select **Update Amounts** button.

 NOTE	<p>Based on the pay components and worktags you select, Workday calculates:</p> <ul style="list-style-type: none"> • Current Total Amount – sum of amounts from current journal lines. • Proposed Total Amount – sum of amounts from proposed journal lines. • Difference – current total amount minus proposed total amount. • Percent of Proposed – this shows “distribution percent” total for anything selected in 16.a.
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- Verify the **Difference** is zero and correct adjustment amounts in lines above, as needed.
- Check **Percent of Proposed** if pay components or worktags were selected in 16.a and you want to see the distribution percent calculated.

17. Select the **Add** button (below the **Summary Totals** section), if needed, and repeat **Steps 8-16** for additional Pay Period(s).

 NOTE	Only select the Remove button if you intend to delete all under the Attachments, Adjustments and Summary Total sections.
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18. Type your comments in the “**enter your comment**” box, if needed (required if your Change Reason was “Other”).

19. Select **Submit** to submit the payroll adjustment. If you receive one or more errors, or wish to delete your adjustment, refer to the section on the following page.

20. Complete **Questionnaire** and submit, if required.

The Questionnaire *only displays* when the PAA involves a Grant Worktag and is being submitted more than 90 days after the “budget item date,” unless one of the following Change Reasons was selected earlier:

- Adjustment moving salaries off a sponsored Grant*
- Adjustment of salary/wage to different Grant under same Award*

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

How to Navigate Errors or Start Over

You may receive two different kinds of error messages, if any are present:

1. Error that will not allow your entry to save or submit.
 - a. Select the error to see the details and resolve.
2. Error that will Save for Later with the error in place.
 - a. Select **View Details** in the displayed error.
 - b. Select the error message, and then select **Revise** to correct your entry.

If you are unable to resolve any errors, or if you wish to delete your adjustment and start over, there are two potential steps required:

1. If your entry has been saved for later:
 - a. Select the **Remove** button for all entries keyed.
 - b. **Submit** – Once the entry is clear, submit as a blank adjustment. There is no delete function.
2. If your entry has not been saved and you want to delete it completely:
 - a. Select the **Cancel** button at the bottom of the screen.
 - b. Select **Discard**, and the entry will be deleted.