UVAFinance   workday.

Request Payroll Account Adjustments Overview

This Quick Reference Guide (QRG) is designed to walk a **Payroll Accounting Adjustment Specialist** through the task of requesting a Payroll Accounting Adjustment (PAA) in Workday that a Payroll Partner in Central Finance will process. This request process is used to collect the details the Payroll Partner will need to complete the task.

NOTE	You might be making this request for any of the following scenarios: • PAA for yourself • PAA for a Medical Center employee • PAA for a University Physician's Group employee • PAA for a Terminated or Transferred employee

NOTE	Before you begin, you should be aware of the following: • If your PAA request is against a grant and is for a period that is equal to or greater than 90 days ago, a Retro Grant Questionnaire is generated. The Payroll Partner will reassign the questionnaire to you. It will be your responsibility to complete the questionnaire, or the business process will not complete. • It is your responsibility to update the costing allocation for future payroll, if needed. If updating your own costing allocation, you will submit another request to Create Costing Allocation for Oneself.

Request Payroll Accounting Adjustment

On the Workday **Home** screen:

1. Type **Create Request** in the search field.

2. Select the **Create Request** task from the **Search Results**.

   Q Create Request   ⊗

   🗒 Create Request
        Task
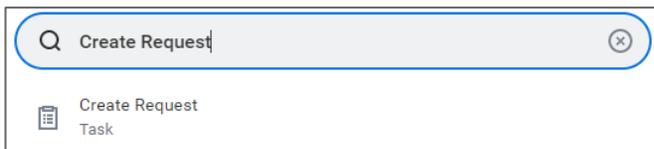
On the **Create Request** screen:

3. Enter **Request Type** "Payroll Accounting Adjustment Request"
   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 Request** screen:

5. Complete the required questions to provide all pertinent information.

   When providing PAA details such as Earnings, FDM worktags, percentages for each set of worktags, dollar amounts, etc., be as detailed as possible as if you were entering the PAA yourself.

If additional details are needed, the request will be sent back to you in Workday.

NOTE	You may find it helpful to fill out the PAA Request Form and add as an attachment. This form provides you the fields you may need to submit to have your payroll accounting adjustment request properly processed. If using this form, please enter "See attached form" in the "Provide PAA details such as….." box, and then add this form as an attachment. Here is an example of what a completed form may look like: PAA Request Form Example.

6. 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.

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

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

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

NOTE	Once the Payroll Partner has initiated the PAA, you will receive a task to **Review/Approve**. If you do not complete this step, the business process will not complete.