

Central Payroll Office Adjustment Voucher Verification/Approval Process

Monitor the **Pending Adjustment Voucher** screen based on the payroll calendar. The goal is to have all adjustments approved and paysheets created **the day before the actual close** so they can go thru the pay calculation process in nightly batch.

Departments/Campuses can submit adjustment vouchers anytime and they will display on the Pending Adjustment Voucher screen. Adjustments attached to off-cycle payrolls can be approved as soon as they are entered. Adjustments attached to on-cycle payrolls can be approved after the vouchers have been created for the current period and the 'create paysheet' checkbox appears.

Each campus approves the adjustment voucher for their campus (Bus Unit). You can search by campus or department. If you select all records, you can sort the data by clicking on any of the headings.

Approval Steps:

Monthly paid paygroups (A10, A12, AS0, AS2, S10, S12, RES)

1. From the Pending Adjustment Voucher screen, click on the **Adj Voucher** link to open a new window to view adjustment voucher detail.
2. Compare the record number at the top of the adjustment voucher to the record number(s) down on the earnings lines. They should be the same except for rare exceptions including on-line checks. **The system will only recognize the record number at the top and the paycheck will be processed with that number as well.** If the adjustment voucher was created on an incorrect record number, you will need to delete this transaction and re-enter.
3. **All workstudy job records (AS0 – WSG) must be processed separately.** Any earnings attached to workstudy job record numbers will go thru post-processing and be split involving the federal WS account
4. If the adjustment voucher contains multiple records in the **Earnings Info** section, click on the 'view all' button to display all information.
5. Review the comments section to determine why the adjustment is being processed
6. Click the **Vchr Summary** tab at the top of the adjustment voucher to verify job, contract, additional pay, and paycheck data screens to validate adjustment transactions.
 1. Verify that any earn code with negative hours or amount was actually on the original paycheck data during that pay period.
 2. Verify that the earn codes are the same ones used on the original payment.
 3. Verify the pay period end date is correct for the adjustment transaction. If the adjustment has more than 20 earnings periods, contact PRHELP for assistance.
4. Review paycheck data to be sure this adjustment is appropriate (correct earn code, dates, hasn't already been paid, etc.).
7. If adjusting regular pay for a prior pay period, verify that job data reflects the change to support the transaction.
8. If Absent (ABE) code is used, please review Absent earn codes information below.
9. If CRT/CRS, make sure Addl Seq number is 1 so goal amount on additional pay will update if contract is still active. Contract payments (CRT/CRS) must have a job, contract, and

additional pay record to produce payments. You can use the **Vchr Summary** tab to review this information.

- If the contract is current, you must use seq=1 so the payment will update contract balances.
 - If the payment is retro and the contract period is over, the system will not build the additional pay record. They will have to use seq=0 to process the payment.
 - If you need to move contract amounts to different employee record numbers or correct payments that were already made, see instructions for **Correcting Contract Payments**.
10. If amount is negative and will reduce pay (including ABE), be sure original check date was in current tax year. If not, adjustment will need to be processed as an overpayment. The November payment is the last period in the tax year that you can deduct overpaid amounts using the adjustment voucher.
 11. If additional pay earn code, verify that Addl Seq number is correct. Review dates carefully. If dates are in current month, verify that addtl pay is not on current payline to avoid double payment. If 'gross up' box is checked, see Gross Up information below.
 12. After you have verified the information and are ready to create the paysheet, open the "comments" section on the adjustment voucher and add your initials indicating your approval. Add any comments that will help clarify any problems encountered and save the adjustment voucher. This will add your userid to the document.
 13. Close Adj Voucher window.
 14. Click on the 'create paysheet' box to open a new payline window.
 15. Click on the SAVE button and close the window.
 16. Repeat the process for all remaining adjustments for your campus.

Biweekly paid paygroups (BW1, BWP, HRR, HRP, HRW, HRA, HRX)

1. Read comments, add your initials and save.
2. Click the **Vchr Summary** tab at the top of the adjustment voucher to verify job, additional pay, paycheck, and work study limit data screens to validate adjustment transactions.
 1. Verify that any earn code with negative hours or amount was actually on the original paycheck data during that pay period.
 2. Verify that the earn codes are the same ones used on the original payment if possible, especially for attendance corrections. *Example: if the employee recorded 8 VAC hrs in error and you need to remove it, enter VAC -8 hrs. Don't use the VCA code to change the balance.*
 3. Verify the pay period end date is correct for the adjustment transaction. If the adjustment has more than 20 earnings periods, contact PRHELP for assistance.
 4. Review paycheck data to be sure this adjustment is appropriate (correct earn code, dates, hasn't already been paid, etc.).
3. **All workstudy job records must be processed separately.** Any earnings attached to workstudy job record numbers will go thru post-processing and be split involving the federal WS account. No additional pay earn codes should be processed on a workstudy (HRW) job record.

4. If hours are negative and will reduce pay (including ABS,AFL,etc.), be sure original check date was in current tax year. If not, adjustment will need to be processed as an overpayment.
5. If additional pay earn code, verify that Addl Seq number is correct. Review dates carefully. If dates are in current pay period, verify that addtl pay is not on current payline to avoid double payment. If 'gross up' box is checked, see Gross Up information below.
6. **FLSA Pay Data Link:** The link will be displayed on each earnings section that is subject to FLSA processing (biweekly/hourly). Click the link to verify earn code detail. This screen will display all transactions that have been processed for this ID and pay week.
 - Review the transaction to see if it will change NEP, NEC, OVT or CPE hours based on overtime policy. *Example:if you are processing an attendance correction to charge VAC hours and the employee previously received OVT in the same week, you may have to change the OVT to NEP since benefit hours were used during the week.*
7. **Temp Pay Codes:** To pay retroactive temp pay (TP4, TP5, etc) without regular hours, you must use the TPR (retro) code and enter the amount instead of hours.
 - Temporary pay codes are based on hours worked in the employee's regular pay and only produce payments if the transaction includes regular hours.
 - If the employee had overtime hours in the same week, those hours need to be included in the temp pay amount. *Example: Employee worked 40 reg hours and 2 OVT hours in a past pay period. You need to add temp pay which is $\$1.25/\text{hr} \times 42 \text{ hrs} \times 1.25 = \52.50 TPR payment.*
8. **Retro Earn Codes:** we only use retro earn codes for biweekly/hourly pay groups when the employee has a pay rate change and you need to re-pay the same hours to produce a payment for the difference. The retro codes will guarantee we don't re-count the hours and inflate total hours by ID for special processes.
 - *Example: HRP Employee's pay rate is increased .25/hr retro back to last pay period where they worked 22hrs each week. They would enter RPR (reg pay PERF retro) +22hrs @ .25 for each week.*
 - *If the retro adjustment is for a BW1/BWP employee and they were in pay status 40hrs each week, you may just use the RNR/RBR code for 40hrs instead of listing each earn code (SCK, VAC, etc.).*
9. After you have verified the information and are ready to create the paysheet, open the "comments" section on the adjustment voucher and add your initials indicating your approval. Add any comments that will help clarify any problems encountered and save the adjustment voucher. This will add your userid to the document.
10. Close Adj Voucher window.
11. Click on the 'create paysheet' box to open a new payline window.
12. Click on the SAVE button and close the window.
13. Repeat the process for all remaining adjustments for your campus.

General Information:

Positive/Negative Hours or Amount:

Positive hours or amounts should be entered on the earn code you want to charge/pay. Negative hours or amounts should be on the earn code you want to 'give back' or reduce.

- *Example: if the employee recorded 8 hrs SCK on the voucher and it should have been 8 hrs VAC, you would enter SCK -8hrs, VAC +8hrs. This will put 8 hrs back in the SCK bank and remove 8 hrs from the VAC bank.*

Absent Earn Codes:

Be extremely careful when approving ABE, ABS, AFL, AWB, etc. earn codes. **Remember that NEGATIVE hours on absent codes will produce a payment.** Negative hours imply you want to remove absent hours that were previously charged and pay regular earnings.

- ***Positive Hrs Example:** Employee was originally paid full monthly salary. Should have charged 16hrs ABE (exceeded PTO allowance). They would enter **ABE +16hrs** for the past pay period. The system will automatically REDUCE regular pay by 16 hrs and deduct it from the current payment.*
- ***Negative Hrs Example:** 8hrs ABE was reported last month for monthly staff employee. The department realized the employee had hours in their SCK bank and should not have reduced their pay. They would enter **ABE -8hrs** for the past pay period. The system will automatically charge the hours back to Reg and produce a payment. Biweekly: They would enter **ABS -8hrs** and **SCK +8hrs**.*
- ***NOTE:** if you are entering ABE or ABS for a previous pay period, be sure to verify that the employee is being paid in the current pay period and will earn enough to cover.*

Gross Up box:

The 'gross up' box is only displayed for additional pay earn codes and has restricted use. It should only be used in off-cycle payrolls. The most common approved reasons are (ALW) for cell equipment reimbursement and (AWD) awards. Other situations should be verified with the submitter. The tax area also uses 'gross up' on non-cash fringe codes in some situations.

Miscellaneous Issues:

Verify no adjustment vouchers are in 'saved' or 'error' status:

1. Use the Adjustment Voucher Status screen to look for adjustment vouchers that have been saved and need to be submitted before payroll closes (**Payroll for North America > Payroll Processing USA > IU Payroll Use > Adjustment Voucher Status**).
- Choose 'saved' on the drop down box labeled 'Status' and click the Fetch button. Any saved adjustment vouchers will be displayed and you can contact the user if any are for the current pay run id. You can designate a pay run id to limit your results.
- Choose 'error' and repeat. Resolve any issues.

Changing an adjustment voucher from on-cycle to off-cycle:

1. You cannot change existing adjustment vouchers from one pay run id to another. You will need to delete the adjustment voucher and re-enter choosing the correct run id.
2. If you have already created the payline, follow the instructions for what to do when an adjustment voucher is not needed below.

Changing an adjustment voucher from off-cycle to on-line:

1. Pull up the existing adjustment voucher, change it to on-line, and save.
2. Payroll System Administrators will need to use the **system adjustment voucher** page to remove the page/line numbers and change the status back to 'submitted' so it will appear on the pending screen again. Send your request to PRHELP.
3. Be sure to go to the 'unwanted' paysheet and delete the earnings line with earn code and amount/hours so it doesn't get paid in the off-cycle again.
4. **When the on-line check is processed, be sure the 'no direct deposit' box is checked so you don't issue an on-line direct deposit instead of a check.**

What to do when an adjustment voucher is not needed (after the paysheet has been created):

1. Pull up the adjustment voucher, change the hours or amount to .01 and SAVE.
2. Go to the adjustment payline and delete the 'other earnings' line that includes the earn code and amount. Leave the record marked 'okay to pay' and SAVE.
3. When we start the payroll, the adjustment voucher with .01 and the payline w/o earnings or hours is our indication that we can delete the transaction.