

Description: A **Payroll Accounting Adjustment** is a mechanism to adjust the worktags assigned to an employee's payroll cost allocation after the payroll has posted (retrospectively).

Payroll Accounting Adjustments are not posted to the General Ledger until all appropriate approvals have been received within Workday.

"Create Payroll Accounting Adjustment" is the task needed to create a new journal entry. If "Create Journal" does not appear in your search bar that indicates that you do not have the appropriate access within Workday to create a payroll accounting adjustment. In order to create a payroll accounting adjustment, you need to have the **cost center financial analyst** or the **cost center manager** role along with the **payroll detail viewer** added to your role. To be granted access to that role, please submit a ticket to workday-help@brandeis.edu and cc your manager requesting access to the **cost center financial analyst** or **cost center manager** role along with **payroll detail viewer**. The ticket will be routed to the finance and ITS security teams for approval. You will be notified once your access has been granted and the ticket will be closed. Once access to the role has been granted, you will be able to find the "Create Payroll Accounting Adjustment".

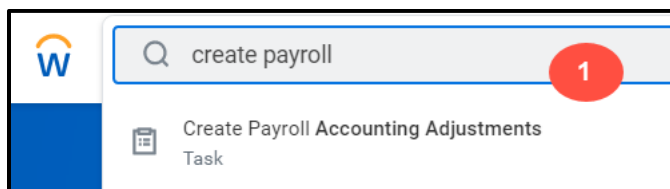
Please note that once you are granted that access, you will only be able to create payroll accounting adjustments for those employee's who's default organization falls within the cost centers in which you have access.

Applies to: All Brandeis Staff and Faculty

Notes: None

BEGIN THE PAYROLL ADJUSTMENT


1. From the home screen of your Workday profile, click on the search bar at the top of the page. Type in "Create Payroll Accounting Adjustments" and select the task from your search results.





- 2.
3. The **Employee** is the employee whose payroll needs to be adjusted.
4. The **Pay Groups** are the pay frequency, such as Semi-Monthly or Weekly. This option will be limited based on the employee chosen.
5. The **Company** should always be Brandeis University.
6. The **Change Reason** identifies the reason for the payroll accounting adjustment and will always be Funding Reclass.
7. The **Pay Periods** are the payroll periods for which you want to make the payroll adjustment. Multiple periods can be added at a time.


8. The **Payroll Result Type** is either On-cycle or Off-cycle and will default to On-cycle.

Create Payroll Accounting Adjustments


Employee *  **2**


Pay Groups *  **3**

Company *  **4**

Change Reason *  **5**

▼ **Optional Parameters**

Pay Periods  **6**

Payroll Result Type *  **7**

0 items

PARTIAL PAYROLL ACCOUNTING ADJUSTMENT

You may not need to adjust all the costing allocations assigned to an employee. If an employee has multiple costing allocations and you only need to adjust one or two lines, follow the instructions below:

1. Enter the employee's name, pay group, company and change reason as listed above. Select the pay period(s) to adjust and choose on-cycle. Click the orange OK button.
2. **Position** allows you to choose which position of the employee you're adjusting the payroll, if they have more than one.
3. The **Pay Component** allows you to choose which earnings type (i.e. Regular Pay, Paid Holiday, etc.) you're adjusting.
4. Click the **Refresh Journal Lines** button to see the current journal lines for the pay period you selected.

Adjustments

Pay Period 02/16/2021 - 02/28/2021 (Semi-Monthly)

Payroll Result *

Position(s) * **2**

Pay Component(s) * **3**

Change Reason *

Refresh Journal Lines **4**

5. The **Worktags** will default in based on the employee and pay periods chosen. These represent the worktags assigned to the payroll entries being adjusted.

Worktags **5**

Cost Center: CC12345 Brandeis Cost Center

Fund: FN11 Operating

Gift: GF678910 Brandeis Gift

Location: Brandeis - Waltham Campus

Program: PG01 Instruction

6. To remove the debit amounts you are **NOT** adjusting, click the minus sign next to those rows until the only rows left are the amounts you need to adjust.

Current Journal Lines 10 items **6**

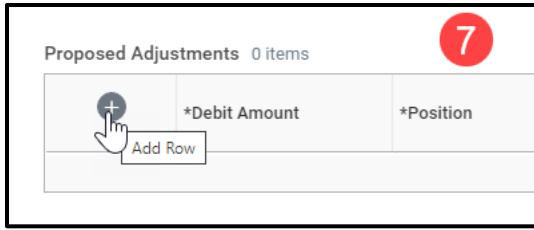
	Debit Amount	Position
	156.45	Brandeis Position Name & Number - Brandeis Employee Name
	1,564.43	Brandeis Position Name & Number - Brandeis Employee Name
	1,799.12	Brandeis Position Name & Number - Brandeis Employee Name

Click to delete this row

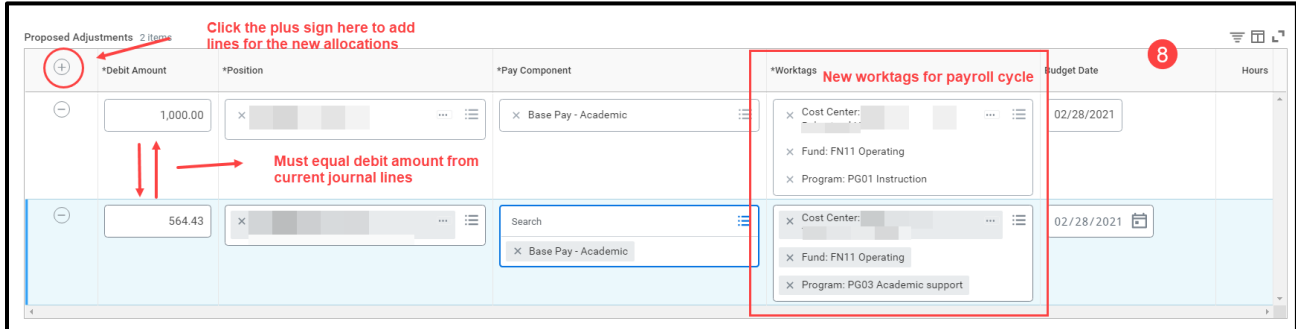
Row to be adjusted

Click to delete this row

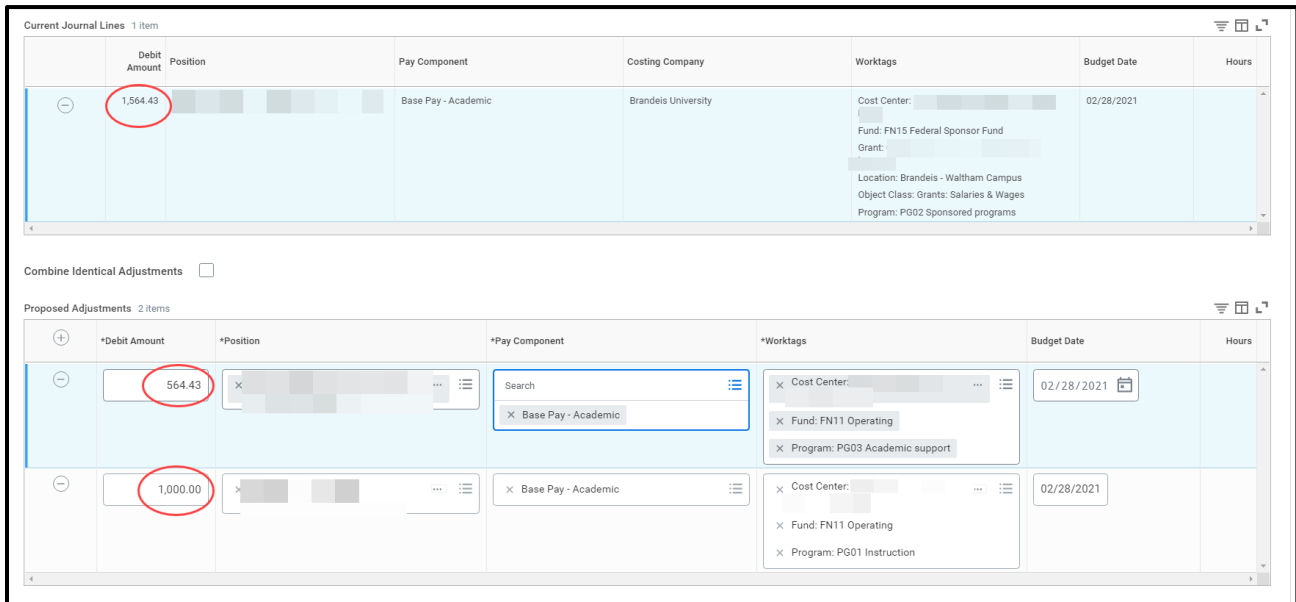
7. In the **Proposed Adjustments** rows, click the plus sign to add rows for the proposed adjustments.



8. When you add your line, the worktags will prefill with your employee's default cost center. Remove them from the worktags and then search by cost center number or key word or gift or grant numbers and key words.

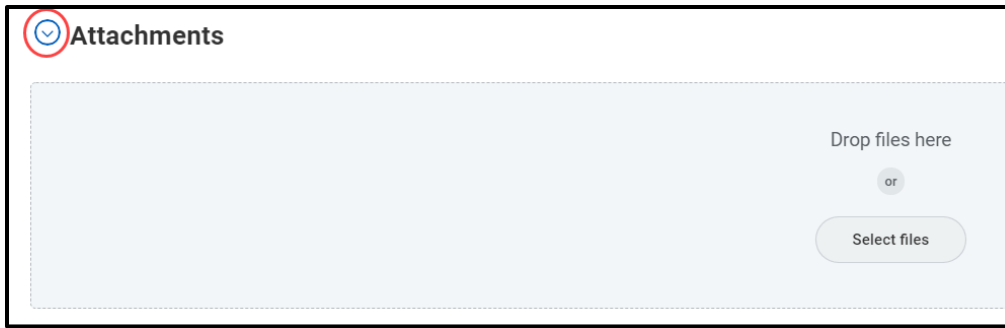


9. You can add multiple lines by clicking the plus button. Each line will represent a different allocation of payroll. The dollar amounts must equal the amount of the debit from the original journal lines.



10. If you re-adjust the distribution dollars directly within the Proposed Adjustment section, clicking the **Combine Identical Adjustments** box will combine any identical lines.

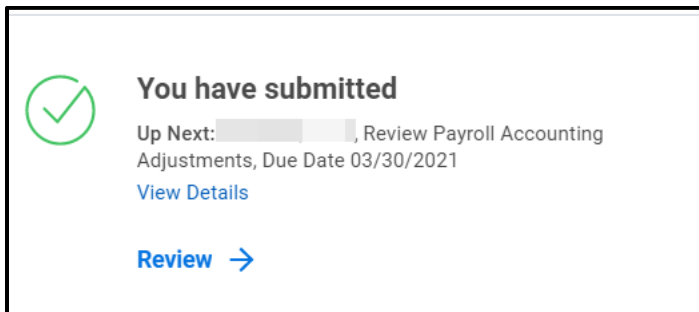
11. If you click on the blue arrow next to **Attachments**, you can upload any supporting documentation, such as emails or written confirmations.



12. Enter text in the Comment Text Box to describe why the entry is being requested. This narrative should include details that explain the relevant who, what, where, when, why of the entry and give the approver the necessary information to fully understand the intent of the issuer.



13. Click **Submit**.
14. You will be asked to review the adjustment you submitted and receive a new inbox task to complete for the review. Or click the **Review** button on your screen.



15. Once the entry description is complete, you have two choices to advance the journal entry down the approval chain. Selecting **Approve** will send the adjustment onto the next approver in the business process, based on the worktags selected. If you are adding cost centers that are not under your management, selecting **Add Approvers** will allow you to insert multiple approvers of your choosing. This can be useful when you need to make another cost center financial analyst or cost center management aware of the adjustment. *You can see who needs to approve the adjustment by clicking the Process tab on the entry.*

FULL PAYROLL ACCOUNTING ADJUSTMENT

Follow the steps to begin the adjustment by entering the employee name, pay group, company and change reason.

1. In the optional parameters field, select the pay period(s) you'd like to adjust and choose the payroll result type. This is your proposed adjustments.
2. Click the plus sign and enter the position and pay components. Choose the worktags you are proposing for the new journal lines. Enter the distribution percentages.

3. Click **OK**.
4. You will see the current journal lines and the proposed adjustments, already populated. If you need to make further changes, do so here.
5. Click **Submit** after you have added comments and any necessary attachments.
6. You will be asked to review the adjustment you submitted and receive a new inbox task to complete for the review. Or click the **Review** button on your screen.

7. Once the entry description is complete, you have two choices to advance the journal entry down the approval chain. Selecting **Approve** will send the adjustment onto the next approver in the business process, based on the worktags selected. If you are adding cost centers that are not under your management, selecting **Add Approvers** will allow you to insert multiple approvers of your choosing. This can be useful when you need to make another cost center financial analyst or cost center

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