

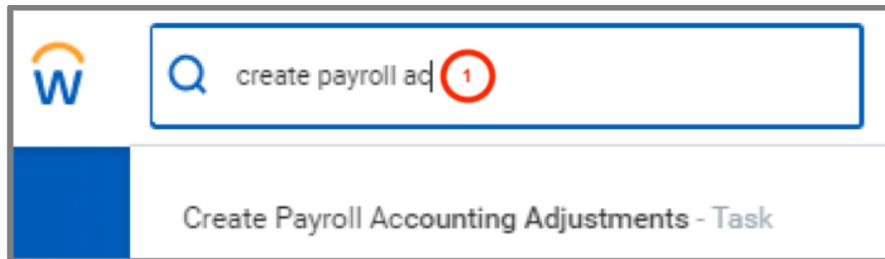
Finance: PAYROLL ACCOUNTING ADJUSTMENT

HOW TO CREATE A PAYROLL ACCOUNTING ADJUSTMENT

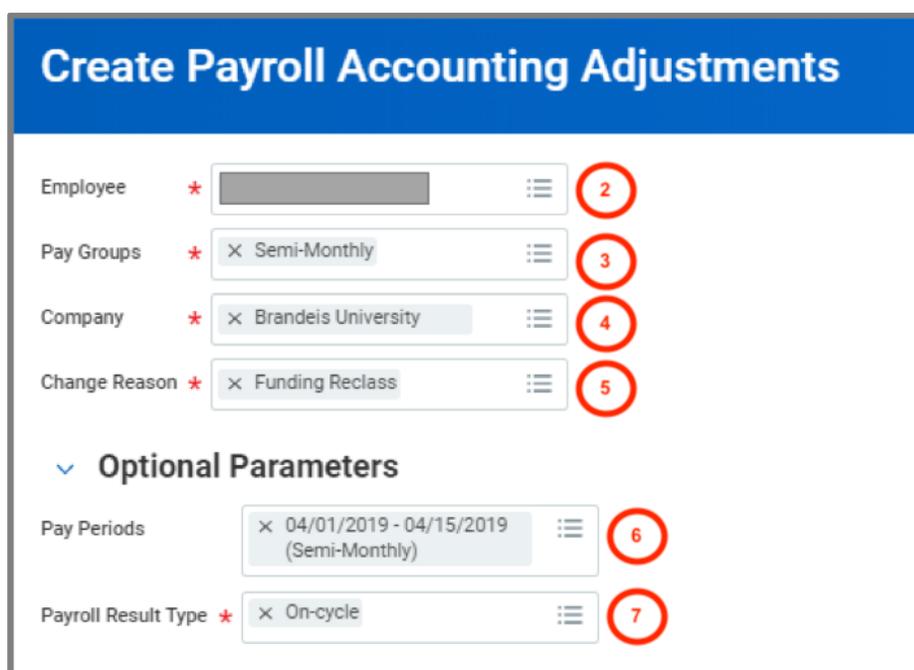
A **Payroll Accounting Adjustment** is a mechanism to adjust the worktags assigned to an employee's payroll cost allocation after the payroll has posted (retrospectively).

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

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.

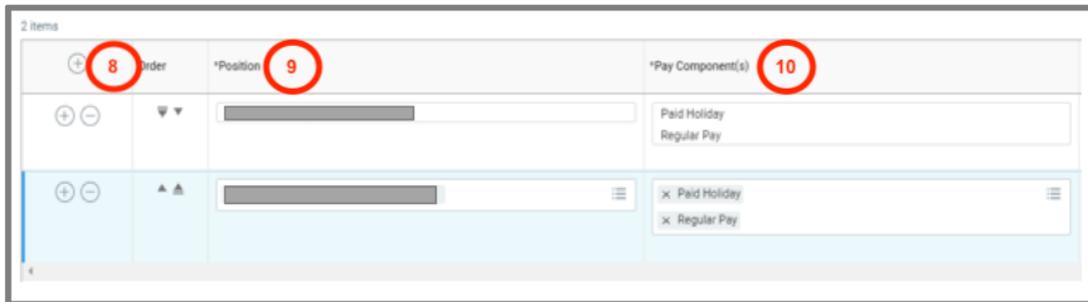


2. The **Employee** is the employee whose payroll needs to be adjusted.
3. The **Pay Groups** are the pay frequency, such as Semi-Monthly or Weekly. This option will be limited based on the employee chosen.
4. The **Company** should always be Brandeis University.
5. The **Change Reason** identifies the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

A screenshot of the "Create Payroll Accounting Adjustments" form in Workday. The form has a blue header with the title "Create Payroll Accounting Adjustments". Below the header, there are several fields with red asterisks and red circles indicating the steps: "Employee" (step 2), "Pay Groups" (step 3) with "Semi-Monthly" selected, "Company" (step 4) with "Brandeis University" selected, "Change Reason" (step 5) with "Funding Reclass" selected, "Optional Parameters" section, "Pay Periods" (step 6) with "04/01/2019 - 04/15/2019 (Semi-Monthly)" selected, and "Payroll Result Type" (step 7) with "On-cycle" selected.

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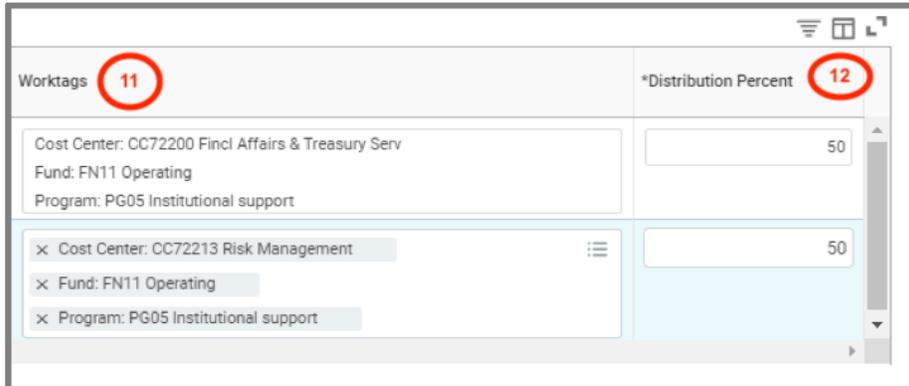
- Click the (+) to add a line.
- The **Position** allows you to choose which position of the employee you're adjusting the payroll.
- The **Pay Component** allows you to choose which earnings type (i.e. Regular Pay, Paid Holiday, etc.) you're adjusting the payroll.



The screenshot shows a table with two rows. The first row has a '+' button in the first column, a dropdown menu in the second column, and a dropdown menu in the third column. The second row has a '-' button in the first column, a dropdown menu in the second column, and a dropdown menu in the third column. The '+' button is circled in red and labeled '8'. The dropdown menu in the second column is circled in red and labeled '9'. The dropdown menu in the third column is circled in red and labeled '10'. The dropdown menu in the third column shows 'Paid Holiday' and 'Regular Pay' options.

- The **Worktags** will default in based on the employee and pay periods chosen. These represent the worktags assigned to the payroll entries being adjusted.
- The **Distribution Percent** is the percentage of the payroll being adjusted that will be assigned to the line. All lines must total 100%.

You can add multiple lines by clicking the (+) button. Each line will represent a different allocation of payroll. For example, if an employee was originally charged 100% to cost center CCXXXX1, but 50% should have been charged to CCXXXX2 you'll want two lines – one identifying CCXXXX1 with 50 distribution percentage and one identifying CCXXXX2 with 50 distribution percentage.



The screenshot shows a table with two rows. The first row has a dropdown menu in the first column and an input field in the second column. The second row has a dropdown menu in the first column and an input field in the second column. The dropdown menu in the first column is circled in red and labeled '11'. The input field in the second column is circled in red and labeled '12'. The dropdown menu in the first column shows 'Cost Center: CC72200 Fincl Affairs & Treasury Serv', 'Fund: FN11 Operating', and 'Program: PG05 Institutional support'. The input field in the second column has the value '50'. The second row has a dropdown menu in the first column and an input field in the second column. The dropdown menu in the first column shows 'Cost Center: CC72213 Risk Management', 'Fund: FN11 Operating', and 'Program: PG05 Institutional support'. The input field in the second column has the value '50'.

- Click **OK**.

Your payroll adjustments will be shown on the next screen. The Current Journal Lines section displays the payroll expense allocation prior to any adjustments being made. The Proposed Adjustments section displays the payroll expense allocation after the adjustments are made.

You can re-adjust the distribution dollars directly within the Proposed Adjustment section if need be. If you need to make additional adjustments to different Pay Periods, click the **Add** button and identify the additional adjustments as needed.

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

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

14. Click **Submit**.

15. Click **Review**.

*You have two choices when advancing the accounting adjustment down the approval chain. Selecting **Approve** will send the adjustment onto the next approver in the defined business process, based on the worktags selected. Selecting **Add Approvers** will allow you to insert multiple approvers of your choosing into the next step of the defined business process. This functionality can be useful when you need to make a unique individual aware of the adjustment.*

*You can see who needs to approve the adjustment by clicking the **Process** tab on the entry.*