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.

“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.

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 and will always be Funding Reclass.

6. The Pay Periods are the payroll periods for which you want to make the payroll adjustment. Multiple periods can be added at a time.

7. The Payroll Result Type is either On-cycle or Off-cycle and will default to On-cycle.
8. To allocate the pay by % click the (+) to add a line.

9. The **Position** allows you to choose which position of the employee you’re adjusting the payroll.

10. The **Pay Component** allows you to choose which earnings type (i.e. Regular Pay, Paid Holiday, etc.) you’re adjusting the payroll.

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

12. 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.*
13. 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.

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**.

*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.*
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 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. Please note that only a cost center financial analyst and cost center manager can be chosen to approve.

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