INDIANA UNIVERSITY

OFFICE OF FINANCIAL MANAGEMENT SERVICES

PAYROLL

Electronic Adjustment Voucher

Instructions

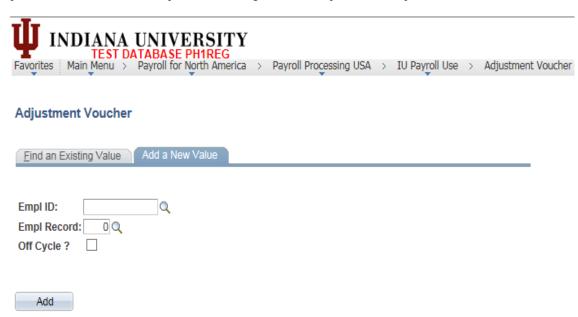December 2016

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Adjustment Voucher Steps

You must have the employee ID and correct record number for the job you are creating a transaction for before you begin this process.

A payroll clerk can only access employee ID/rcd numbers for employees with an active job record in their department.

You should decide if you want to process the adjustment in the next on-cycle payroll, the next off-cycle payroll or as an on-line check before you begin this process.

1. Navigate to the Adjustment Voucher screen
        -Payroll for North America>Payroll Processing USA>IU Payroll Use>Adjustment Voucher

2. Enter the employee ID, employee record number and leave the off-cycle box blank if you want to process this transaction in the next on-cycle payroll (no fee). Click the off-cycle box if you are requesting this transaction be processed in the next off-cycle process or as an on-line check (fee associated). Click the add button to create the adjustment voucher.

a) The system will only allow one adjustment voucher per employee per off-cycle pay end date. If you encounter problems, then please contact your campus payroll office.

If you receive an error when you click the add button, please review the last section of this document titled "Multiple Job Case Scenarios & How the System Will R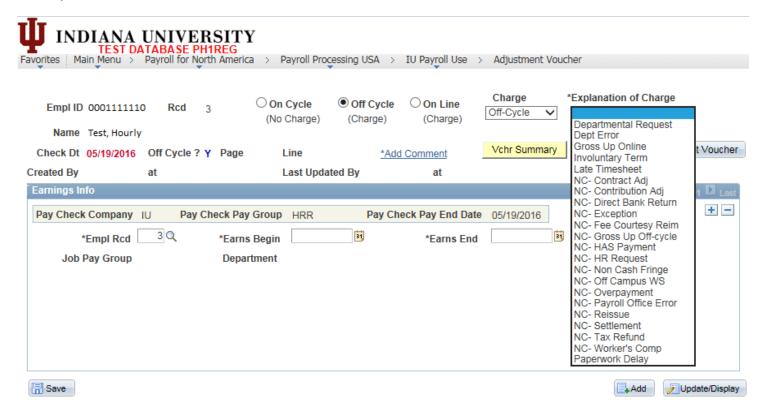espond". The error message is usually the result of an employee that has multiple jobs. The central payroll office will be able to assist you with your entry if this employee already has an adjustment voucher submitted for this off-cycle payroll.

3. The type indicator for payment selection will be defaulted based on your selection of on-cycle or off-cycle on the previous screen. If you are requesting an on-line check, you will need to change the indicator from Off-cycle to On Line.

4. If you select off-cycle or on-line check, you will also need to select the correct Explanation of Charge from the drop down list.

5. The Check Date will be displayed in red. Verify this is what you expected based on your type indicator selection. If you selected on-line check, the Check Date will be blank.

6. Click on the Add Comment link. Comments are required to save or submit an adjustment voucher.

7. Enter comments to explain why the adjustment voucher is being processed. This information will be retained for future reference so details are encouraged. If you are requesting an on-line check, please indicate the name and phone number of the payroll clerk that should be contacted when the check is ready. The created by and last updated by information on the add comment screen will be automatically populated by the system when the document is saved or submitted. Once you have entered the comments, click ok. This will return you to the adjustment voucher.
   a) There is a 254 character max on comments. You want to be clear and thorough but keep in mind additional comments may need to be added later.

Adjustment Voucher Comments

Comments (254 characters max)

Hire paperwork turned in late and employee not paid on the last on-cycle.

181 characters remaining

Created By	Last Update By

OK   Cancel

Note: When you return to the main adjustment voucher page, it will no longer say "Add Comment." The label will now display "Read/Edit Comments".

INDIANA UNIVERSITY
TEST DATABASE PH1REG
Favorites | Main Menu > Payroll for North America > Payroll Processing USA > IU Payroll Use > Adjustment Voucher

Empl ID 0001111110   Rcd   3   ○ On Cycle   ● Off Cycle   ○ On Line   **Charge** Off-Cycle   ***Explanation of Charge** Dept Error

Name Test, Hourly   (No Charge)   (Charge)   (Charge)

Check Dt 05/19/2016   Off Cycle ? Y   Page   Line   Read/Edit Comments   Vchr Summary   Submit Voucher

Created By   at   Last Updated By   at   Status

8. Click on the Vchr Summary button to verify job, additional pay, contract and paycheck information to support this adjustment.

INDIANA UNIVERSITY
TEST DATABASE PH1REG
Favorites | Main Menu > Payroll for North America > Payroll Processing USA > IU Payroll Use > Adjustment Voucher

Empl ID 0001111110   Rcd   3   ○ On Cycle   ● Off Cycle   ○ On Line   **Charge** Off-Cycle   ***Explanation of Charge** Dept Error

Name Test, Hourly   (No Charge)   (Charge)   (Charge)

Check Dt 05/19/2016   Off Cycle ? Y   Page   Line   Read/Edit Comments   Vchr Summary   Submit Voucher

Created By   at   Last Updated By   at   Status

When you click on this button, the system will open up a new page. The information is divided into sections to help you verify this adjustment transaction. Under each section is a link that will take you to a new page to view all information for the record, if needed.

0001111110 Name: Hourly, Test   Empl Record: 3

Job Data — Personalize | Find | View All | First 1-2 of 2 Last

Effective Date	Eff Seq	Action	Reason	Dept ID	Pay Group	Std Hours	Comp Rate	Comp Freq	Vchr Code
05/07/2016	1	DTA	CJI	UA-FMOP	HRR	0.01	12.000000	H	8529
05/07/2016	0	HIR	HIR	UA-FMOP	HRR	0.01	12.000000	H	8529

[Job Data Page] ←

Contract Data — Personalize | Find | View All | First 1 of 1 Last

Contract Number	Status	Effective Date	Contract Begin Date	Contract End Date
	⌄			

[Contract Data Page] ←

Contract Pay Balances — Personalize | Find | View All | First 1 of 1 Last

	Contract Number	Contract Sequence	Contract Worth	Current Goal Balance		
1					+	−

[Contract Pay Detail Page] ←

Additional Pay Data — Personalize | Find | View All | First 1 of 1 Last

Earn Code	Eff Date	Addl Seq	End Dt	Earnings Amt	Goal Amt	Goal Bal	Dept	Vchr Code

[Additional Pay Dat] ←
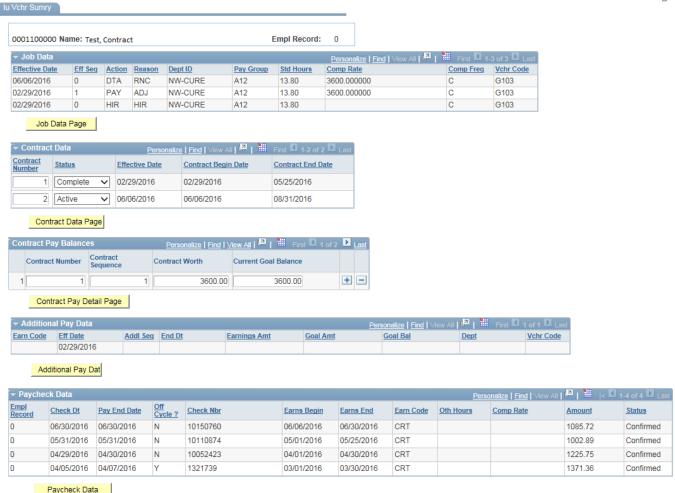
Paycheck Data — Personalize | Find | View All | |< 1-10 of 80 Last

Empl Record	Check Dt	Pay End Date	Off Cycle ?	Check Nbr	Earns Begin	Earns End	Earn Code	Oth Hours	Comp Rate	Amount	Status
2	05/06/2016	04/23/2016	N	10067490	04/17/2016	04/23/2016	RGN	40.00	15.610000	624.40	Confirmed
2	05/06/2016	04/23/2016	N	10067490	04/10/2016	04/16/2016	RGN	40.00	15.610000	624.40	Confirmed
2	04/22/2016	04/09/2016	N	10029642	03/27/2016	04/02/2016	RGN	40.00	15.610000	624.40	Confirmed
2	04/22/2016	04/09/2016	N	10029642	03/27/2016	04/02/2016	HLI			50.00	Confirmed
2	04/22/2016	04/09/2016	N	10029642	04/03/2016	04/09/2016	HLI			50.00	Confirmed
2	04/22/2016	04/09/2016	N	10029642	04/03/2016	04/09/2016	RGN	32.10	15.610000	501.08	Confirmed
2	04/22/2016	04/09/2016	N	10029642	04/03/2016	04/09/2016	SCK	7.90	15.610000	123.32	Confirmed
2	04/08/2016	03/26/2016	N	10011740	03/13/2016	03/19/2016	VAC	32.00	15.610000	499.52	Confirmed
2	04/08/2016	03/26/2016	N	10011740	03/13/2016	03/19/2016	HTK	8.00	15.610000	124.88	Confirmed
2	04/08/2016	03/26/2016	N	10011740	03/20/2016	03/26/2016	RGN	40.00	15.610000	624.40	Confirmed

[Paycheck Data] ←

Work Study Data — Personalize | Find | View All | First 1 of 1 Last

Work Study Begin Date	Work Study End Date	Work Study Limit	Work Study Balance

[Work Study Data] ←

A. Verify the correct effective date and pay rate is reflected in the Job Data section.
B. If you are processing an adjustment for additional pay, verify the earn code, effective dates, Addl Seq number, and amount are correct under the Additional Pay Data section.
C. Use the Paycheck Data section to verity that this payment was not previously paid.

Warning: Be sure to close each newly opened window when finished. When you close the IU Vchr Summary page, you will be returned to the adjustment voucher.

While the example that we are walking through in this document is an hourly employee, we also wanted to show you an example of the Vchr Summary page for a contract employee. The screenshot is an example of an employee that is paid using the contract process. The items that you would verify on the Vchr Summary page vary depending on the type of employee.
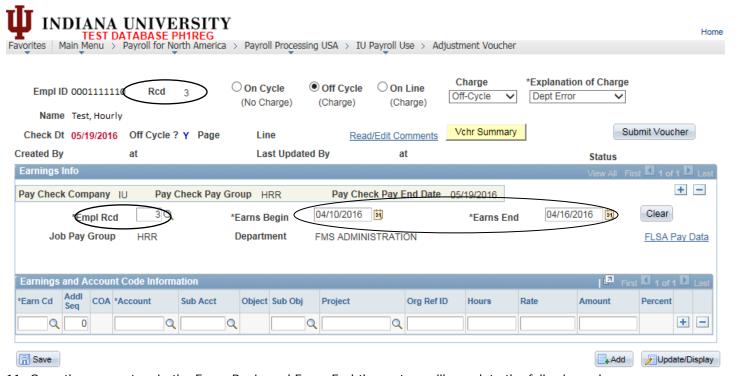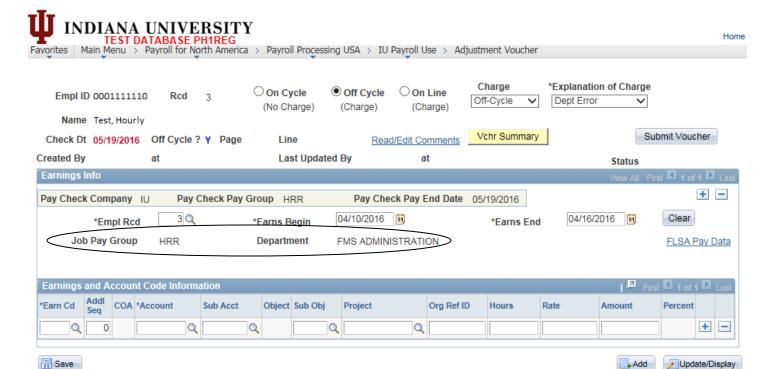
Contract Employee Example:

Iu Vchr Sumry

0001100000 Name: Test, Contract   **Empl Record:** 0

Job Data   Personalize | Find | View All | 🗗 | 🎟   First ◄ 1-3 of 3 ► Last

Effective Date	Eff Seq	Action	Reason	Dept ID	Pay Group	Std Hours	Comp Rate	Comp Freq	Vchr Code
06/06/2016	0	DTA	RNC	NW-CURE	A12	13.80	3600.000000	C	G103
02/29/2016	1	PAY	ADJ	NW-CURE	A12	13.80	3600.000000	C	G103
02/29/2016	0	HIR	HIR	NW-CURE	A12	13.80		C	G103

[Job Data Page]

Contract Data   Personalize | Find | View All | 🗗 | 🎟   First ◄ 1-2 of 2 ► Last

Contract Number	Status	Effective Date	Contract Begin Date	Contract End Date
1	Complete ▾	02/29/2016	02/29/2016	05/25/2016
2	Active ▾	06/06/2016	06/06/2016	08/31/2016

[Contract Data Page]

Contract Pay Balances   Personalize | Find | View All | 🗗 | 🎟   First ◄ 1 of 2 ► Last

	Contract Number	Contract Sequence	Contract Worth	Current Goal Balance	
1	1	1	3600.00	3600.00	➕ ➖

[Contract Pay Detail Page]

Additional Pay Data   Personalize | Find | View All | 🗗 | 🎟   First ◄ 1 of 1 ► Last

Earn Code	Eff Date	Addl Seq	End Dt	Earnings Amt	Goal Amt	Goal Bal	Dept	Vchr Code
	02/29/2016							

[Additional Pay Dat]

Paycheck Data   Personalize | Find | View All | 🗗 | 🎟 |◄ ◄ 1-4 of 4 ► Last

Empl Record	Check Dt	Pay End Date	Off Cycle ?	Check Nbr	Earns Begin	Earns End	Earn Code	Oth Hours	Comp Rate	Amount	Status
0	06/30/2016	06/30/2016	N	10150760	06/06/2016	06/30/2016	CRT			1085.72	Confirmed
0	05/31/2016	05/31/2016	N	10110874	05/01/2016	05/25/2016	CRT			1002.89	Confirmed
0	04/29/2016	04/30/2016	N	10052423	04/01/2016	04/30/2016	CRT			1225.75	Confirmed
0	04/05/2016	04/07/2016	Y	1321739	03/01/2016	03/30/2016	CRT			1371.36	Confirmed

[Paycheck Data]

a) If you are making an adjustment to an employee receiving contract payments, verify effective dates, comp rate, etc. using the <u>Job Data</u> section. The Comp Freq should indicate "C".

b) Verify the Contract Begin and End dates on the <u>Contract Data</u> section.

c) In the <u>Contract Data</u> section you should confirm the contract is still active, and in the <u>Contract Pay Balance</u> section you should confirm the contract worth is not equal to the current goal balance.

d) Use <u>Paycheck Data</u> to verify the payment information. Many times the contract payment was already processed but correct contract sequence number was not used. This will result in the payment not updating the contract properly.

e) Contract transactions have the following edits built into the adjustment voucher:

   i. If the user enters in CRT or CRS and the goal amount equals the goal balance then the system will give the user an error that they can not pay this transaction in this manner. In most cases, this error will be generated when a job activity or correction has not been finalized OR if the contract has already been fulfilled. If there is a question as to the accuracy of the error, the user should contact their campus payroll office.

   ii. Edits are built into the system that will prevent the user from entering in CRS or CRT if the contract is not built or does not have a remaining balance to be paid.

   iii. The system will not allow the adjustment voucher to be saved or submitted if the user enters CRS or CRT and does not have the correct contract number/sequence number combination.

   iv. The system will give the user a warning if the user enters RGA or RGS for a contract employee letting them know they should be using CRT or CRS.

Note: Be sure to close each newly opened window. When you close the Vchr Summary page, you will be returned to the adjustment voucher.
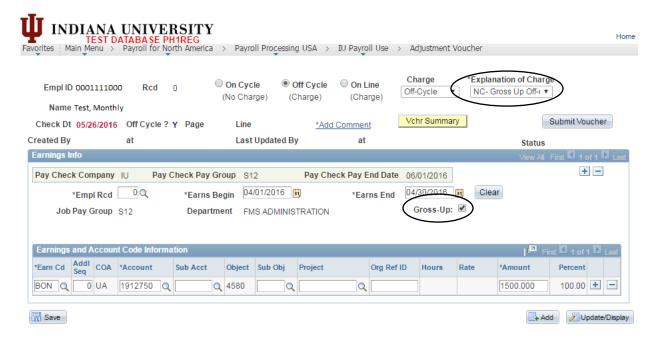
9. Make sure the Empl Rcd number that automatically populates in the Earnings Info section is the same as the one that was entered on the Add a New Value screen.
   a) The Empl Rcd number that is automatically populated should not be changed. This carries down from the Rcd number at the top. This top Rcd number is the one that the adjustment voucher is tied to. If this number is incorrect, the wrong number was entered when creating the adjustment voucher. Please close out of this voucher without saving changes and start over.
10. You can enter the Earns Begin and Earns End dates by tabbing through the fields.
    a) The system will validate that the earns begin date does not proceed the hire date of the job record.
    b) The earns begin and earns end date cannot cross multiple pay periods on a single earnings begin and end date line for a monthly employee. For example, the user will not be permitted to enter earns begin date of 3/15/2016 and earns end date of 4/15/16.
    c) The earns begin and earns end date cannot cross multiple FLSA periods for biweekly paid employees. An FLSA period is Sunday to Saturday. For example, an earns begin date of 4/1/2016 (Friday) and an earns end date of 4/6/2016 (Wednesday) could not be used. If you wanted to submit an adjustment voucher for that time frame it would have to be split into two earnings blocks, one from 4/1/16 – 4/2/16 and one from 4/3/16 to 4/6/16 .
    d) The system will give the user a warning message if the earnings period is the current pay period (not confirmed). This is only to remind you to confirm the employee is not being paid for the same thing in the regular payroll. It will not stop the adjustment voucher from saving.
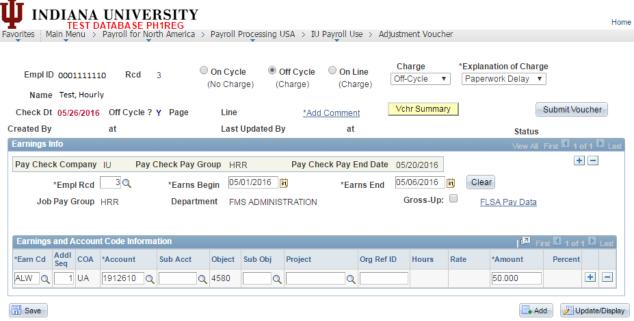

11. Once the user enters in the Earns Begin and Earns End the system will populate the following values:
    a) Job Pay Group: This is the paygroup associated with the record number in the earnings information section.
    b) Department: This is the department associated with the record number entered in the earnings information section.
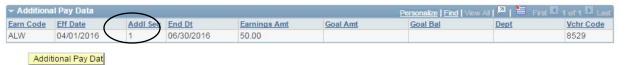
Empl ID 0001111110   Rcd   3   ○ On Cycle (No Charge)   ● Off Cycle (Charge)   ○ On Line (Charge)   Charge [Off-Cycle ▼]   *Explanation of Charge [Dept Error ▼]

Name Test, Hourly

Check Dt 05/19/2016   Off Cycle ? Y Page   Line   Read/Edit Comments   [Vchr Summary]   [Submit Voucher]

Created By   at   Last Updated By   at   Status

Earnings Info   View All First ◄ 1 of 1 ► Last

Pay Check Company IU   Pay Check Pay Group HRR   Pay Check Pay End Date 05/19/2016   [+] [−]

*Empl Rcd [3 🔍]   *Earns Begin [04/10/2016 📅]   *Earns End [04/16/2016 📅]   [Clear]

Job Pay Group HRR   Department FMS ADMINISTRATION   FLSA Pay Data

Earnings and Account Code Information   First ◄ 1 of 1 ► Last

*Earn Cd	Addl Seq	COA	*Account	Sub Acct	Object	Sub Obj	Project	Org Ref ID	Hours	Rate	Amount	Percent	
[🔍]	0		[🔍]	[🔍]		[🔍]	[🔍]						[+] [−]

[Save]   [Add] [Update/Display]

12. Enter the earn code. The system will automatically populate the object code and provide the appropriate fields for entry (hours, rate, and/or amount). You can click on the search button for a list of all available earn codes for the pay group.

   a) Edits are built into the system that will prevent the user from entering an additional pay earn code that has not been saved in additional pay data via the additional pay edoc.

   b) Gross up payments for a specific NET pay amount. If you enter an earn code that can be grossed up a box will appear under the Earns End date. Select this box.

       i. Gross ups can only be processed for additional pay and non-cash fringe adjustments.

       ii. Gross ups can only be processed in the off-cycle payroll. There is no fee associated with an off-cycle gross up. If, however, you request the gross up as an on-line check, there will be a fee associated with the transaction.

       iii. Gross up payments cannot be combined in the same payroll with other regular wages that are not grossed up.

Empl ID 0001111000   Rcd   0   ○ On Cycle (No Charge)   ● Off Cycle (Charge)   ○ On Line (Charge)   Charge [Off-Cycle ▼]   *Explanation of Charge [NC- Gross Up Off- ▼]

Name Test, Monthly

Check Dt 05/26/2016   Off Cycle ? Y Page   Line   *Add Comment   [Vchr Summary]   [Submit Voucher]

Created By   at   Last Updated By   at   Status

Earnings Info   View All First ◄ 1 of 1 ► Last

Pay Check Company IU   Pay Check Pay Group S12   Pay Check Pay End Date 06/01/2016   [+] [−]

*Empl Rcd [0 🔍]   *Earns Begin [04/01/2016 📅]   *Earns End [04/30/2016 📅]   [Clear]

Job Pay Group S12   Department FMS ADMINISTRATION   Gross-Up: ☑

Earnings and Account Code Information   First ◄ 1 of 1 ► Last

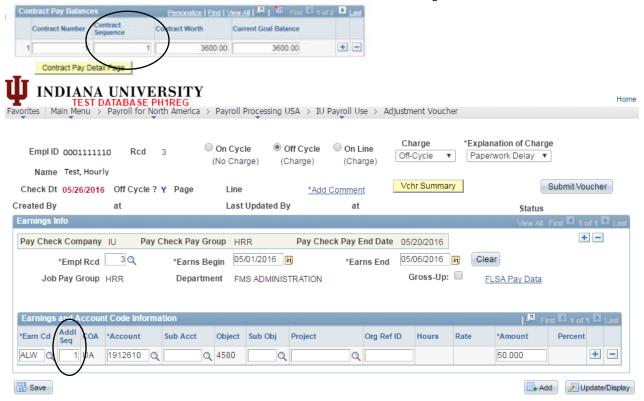| *Earn Cd	Addl Seq	COA	*Account	Sub Acct	Object	Sub Obj	Project	Org Ref ID	Hours	Rate	*Amount	Percent	
BON [🔍]	0	UA	1912750 [🔍]	[🔍]	4580	[🔍]	[🔍]				1500.000	100.00	[+] [−]

[Save]   [Add] [Update/Display]

13. Enter in the seq number if this is an additional pay earn code or contract payment.
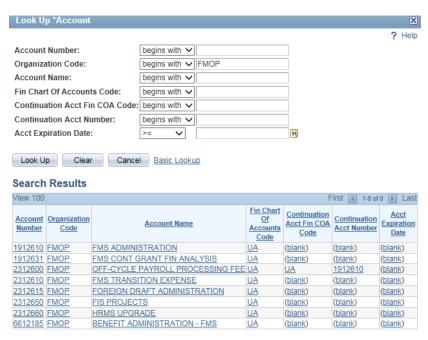

a) If this is an additional pay and you do not know your seq number, click the Vchr Summary button and look at the additional pay section. The system will validate the additional pay seq number entered. If the number is not valid, the user will receive an error message.
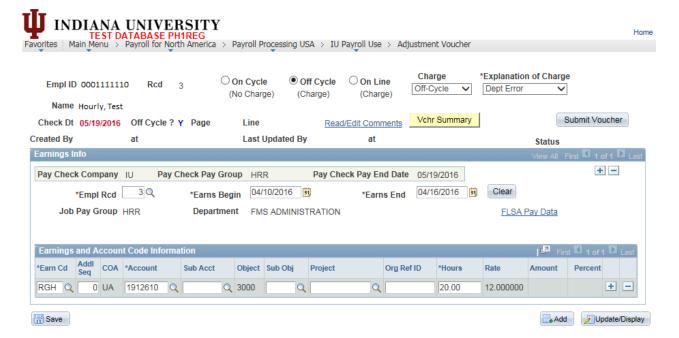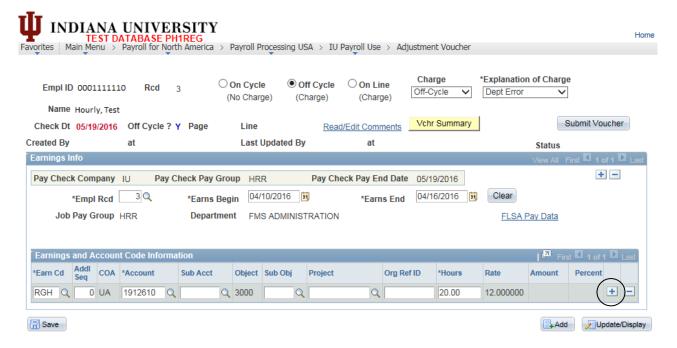

b) If this is a contract and you do not know your seq number, click the Vchr Summary button and look at the contract pay balances section. The system will validate the contract sequence number entered. If the number is not valid, the user will receive an error message.

14. Enter in the account number. When you tab out of the field, the system will automatically populate the COA code. If you don't know the account number, click on the lookup button. Enter in as many fields as you know and click lookup. Click on the account number you would like to use. This will take you back to the adjustment voucher and populate the account number field with the one you selected.
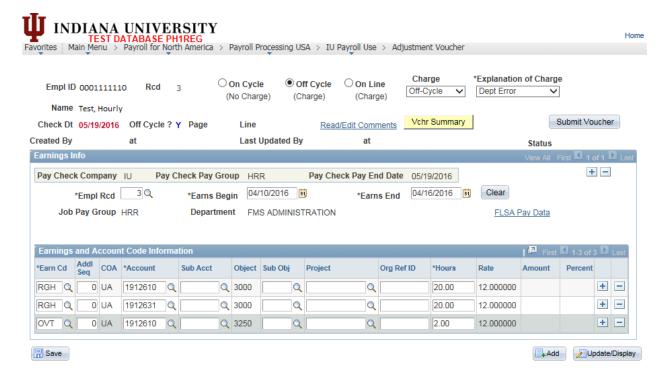

15. Enter in the sub-account, sub-object, project code and org ref id (if appropriate).
16. Depending on the earn code, you will see one or two available fields available for entry between the hours, rate, and amount fields. Please fill in the appropriate fields.
    a) **The hours on the earn code that you want to charge should be positive**. For example, if you want to reduce pay from a staff monthly, you should enter ABE 5 hours. (There is an example of this type of transaction in the examples section of the document).
    b) Edits are built in that will prevent you from saving an adjustment voucher that will produce a negative check as an on-line check or in the off-cycle payroll.
    c) The system will populate the hourly rate for biweekly or hourly employees based on the earnings period specified by the user. The user will not be able to change the rate.
    d) The system will prevent the user from entering regular hours that exceed 40 hours for biweekly or hourly employees.
    e) If the earn code is a retro earn code, the system will leave the rate field blank. The user MUST enter an hourly rate that is less than the regular hourly rate for this job. **Note: Retro earn codes should be used for biweekly and hourly employees when you are adjusting the hourly rate for hours that have already been paid. The amount entered is the difference between the hourly rate the employee was paid and the hourly rate the employee should have been paid. For example, if your employee was paid $15.00 per hour and should have been paid $15.50 per hour you will enter .50.**
    f) For monthly employees, the user will not be able to enter in a monthly compensation amount that exceeds the monthly compensation on the job record (for the earnings period specified).
    g) The system will give a warning message to user if the workstudy limit is going to be exceeded by the hours or amounts entered on the adjustment voucher.
    h) The system will prevent the user from entering in an additional pay earn code amount that exceeds what is on the additional pay data page for that earn code and seq number combination.
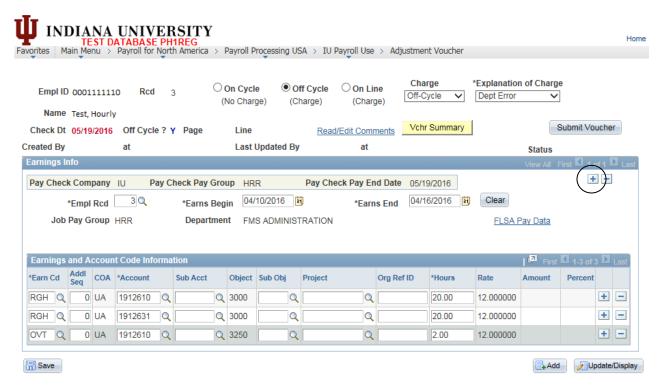
17. If multiple funding lines are needed OR if there are multiple earn codes that need to be processed for the same earnings period, click on the plus (+) sign to insert a new line in the Earnings and Account Code Information Section of the adjustment voucher. Repeat steps 12-16 until all funding lines or earnings lines have been recorded.

Empl ID 0001111110   Rcd   3   ○ On Cycle   ● Off Cycle   ○ On Line   Charge   *Explanation of Charge
                                   (No Charge)   (Charge)   (Charge)   [Off-Cycle ▾] [Dept Error ▾]

Name Test, Hourly

Check Dt 05/19/2016   Off Cycle ? Y   Page   Line   Read/Edit Comments   [Vchr Summary]   [Submit Voucher]

Created By   at   Last Updated By   at   Status

Earnings Info   View All First ◄ 1 of 1 ► Last   [+][-]

Pay Check Company IU   Pay Check Pay Group HRR   Pay Check Pay End Date 05/19/2016

*Empl Rcd [3]🔍   *Earns Begin [04/10/2016] 📅   *Earns End [04/16/2016] 📅   [Clear]

Job Pay Group HRR   Department FMS ADMINISTRATION   FLSA Pay Data

Earnings and Account Code Information   First ◄ 1-3 of 3 ► Last

*Earn Cd	Addl Seq	COA	*Account	Sub Acct	Object	Sub Obj	Project	Org Ref ID	*Hours	Rate	Amount	Percent		
RGH 🔍	0	UA	1912610 🔍	🔍	3000	🔍	🔍		20.00	12.000000			[+]	[-]
RGH 🔍	0	UA	1912631 🔍	🔍	3000	🔍	🔍		20.00	12.000000			[+]	[-]
OVT 🔍	0	UA	1912610 🔍	🔍	3250	🔍	🔍		2.00	12.000000			[+]	[-]

[Save]   [Add] [Update/Display]
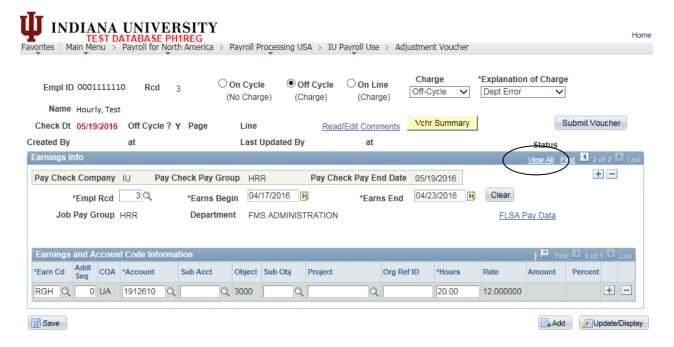
If a second earnings period is needed, click the plus (+) sign to insert a new line in the Earnings Info section and repeat steps 9-15 until all earnings periods have been added.
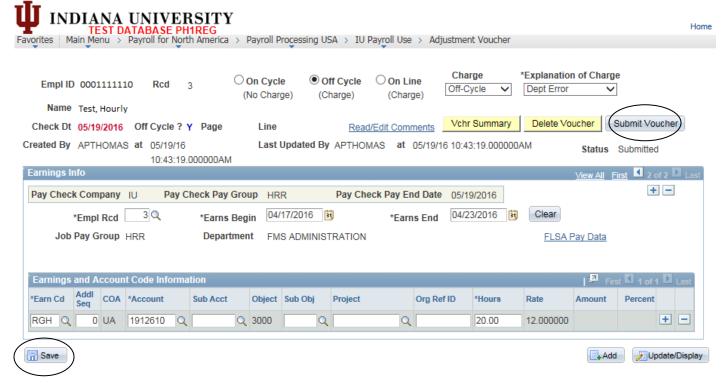
Note: To see all of the earnings information, the user can click on the view all button.

Empl ID 0001111110   Rcd   3   ○ On Cycle (No Charge)   ● Off Cycle (Charge)   ○ On Line (Charge)   **Charge** Off-Cycle ▼   ***Explanation of Charge** Dept Error ▼

Name Hourly, Test

Check Dt 05/19/2016   Off Cycle ? Y Page   Line   Read/Edit Comments   Vchr Summary   Submit Voucher

Created By   at   Last Updated By   at   Status

Earnings Info   View All First ◄ 2 of 2 ► Last   [+] [-]

Pay Check Company IU   Pay Check Pay Group HRR   Pay Check Pay End Date 05/19/2016

*Empl Rcd 3 🔍   *Earns Begin 04/17/2016 📅   *Earns End 04/23/2016 📅 Clear

Job Pay Group HRR   Department FMS ADMINISTRATION   FLSA Pay Data

Earnings and Account Code Information   First ◄ 1 of 1 ► Last

*Earn Cd	Addl Seq	COA	*Account	Sub Acct	Object	Sub Obj	Project	Org Ref ID	*Hours	Rate	Amount	Percent	
RGH 🔍	0	UA	1912610 🔍	🔍	3000	🔍	🔍		20.00	12.000000			[+] [-]

💾 Save   Add   Update/Display

18. If you need to add an adjustment voucher for a second empl rcd number, do NOT click the plus (+) sign to insert a new line in the Earnings Info section.   If the two transactions are for an off cycle you must contact the central payroll office. If it is for an on cycle, process two separate adjustment vouchers for the individual records.

19. If you are finished, you can click Submit Voucher and the voucher will move to the Pending Voucher screen to be processed by the campus payroll office. If you are not ready to submit the adjustment voucher for any reason, you can click on the Save button and return later to finish the process.
    a) **Remember** you must come back and submit or the adjustment voucher will not move to the Pending Voucher screen and the process cannot be completed.

Note: After you submit the voucher it will no longer be available to you. If you need to make changes or need to delete the adjustment payment, you will need to contact the central payroll office for assistance.

Empl ID 0001111110   Rcd   3   ○ On Cycle (No Charge)   ● Off Cycle (Charge)   ○ On Line (Charge)   **Charge** Off-Cycle ▼   ***Explanation of Charge** Dept Error ▼

Name Test, Hourly

Check Dt 05/19/2016   Off Cycle ? Y Page   Line   Read/Edit Comments   Vchr Summary   Delete Voucher   Submit Voucher

Created By APTHOMAS at 05/19/16 10:43:19.000000AM   Last Updated By APTHOMAS at 05/19/16 10:43:19.000000AM   Status Submitted

Earnings Info   View All First ◄ 2 of 2 ► Last   [+] [-]

Pay Check Company IU   Pay Check Pay Group HRR   Pay Check Pay End Date 05/19/2016

*Empl Rcd 3 🔍   *Earns Begin 04/17/2016 📅   *Earns End 04/23/2016 📅 Clear

Job Pay Group HRR   Department FMS ADMINISTRATION   FLSA Pay Data

Earnings and Account Code Information   First ◄ 1 of 1 ► Last

*Earn Cd	Addl Seq	COA	*Account	Sub Acct	Object	Sub Obj	Project	Org Ref ID	*Hours	Rate	Amount	Percent	
RGH 🔍	0	UA	1912610 🔍	🔍	3000	🔍	🔍		20.00	12.000000			[+] [-]

💾 Save   Add   Update/Display

Adjustment Voucher Status

You can view the adjustment voucher after it has been submitted by checking the status page (Payroll for North America>Payroll Processing USA>IU Payroll Use>Adjustment Voucher Status). Enter the empl ID of the person that you initiated the adjustment voucher for and click FETCH. We encourage you not to enter in the pay period end dates (PPE) because each paygroup may have different PPE and you may not get a correct result set.

Once you click on FETCH, the system will retrieve a list of values that meet your criteria. If you would like to view the adjustment voucher, then click on the ADJ Voucher link.

SAVED- If the adjustment voucher is in a saved status then the initiator can make additional changes or delete the voucher. If you wish to delete the voucher navigate to the adjustment voucher screen. Click the Delete Voucher button between the Vchr Summary and Submit Voucher buttons.

SUBMITTED- If the adjustment voucher is in a submitted status, the campus payroll office has NOT processed it yet. If you need to make a change to the adjustment voucher while it is in a submitted status, contact the campus payroll office for assistance.

COPIED- If the adjustment voucher is in a copied status, the campus payroll office has created a paysheet for the transaction. You should be able to see a calculated paycheck the day after the adjustment voucher moves to the 'copied' status. If you need to make a change to the adjustment voucher after it has been copied, contact the campus payroll office.

PROCESSED- If the adjustment voucher is in a processed status, the campus payroll office has created a paysheet and a paycheck has been calculated. If you need to make a change after the adjustment voucher has been processed, contact the campus payroll office.

ERROR- If the adjustment voucher is in an error status, you should contact the campus payroll office for assistance.

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Confirmed Adjustment Vouchers

In order to retrieve adjustment vouchers from a confirmed payroll, navigate to Payroll for North America>Payroll Processing USA>IU Payroll Use>Confirmed Adjustment Vouchers.

Step 1: Enter your specific search criteria. We recommend using Empl ID.

Step 2: Click SEARCH. All adjustment vouchers that have been processed for this ID will be returned in a list. You can click on any record you want to review, read comments, etc.
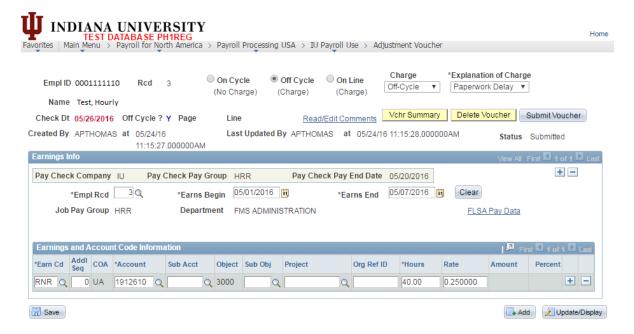
Confirmed Adjustment Vouchers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID:	begins with ∨	🔍
Empl Record:	= ∨	🔍
Pay Period End Date:	= ∨	🔍
Name:	begins with ∨	🔍
Last Name:	begins with ∨	🔍

Limit the number of results to (up to 300): 300

[Search] [Clear] Basic Search 🔲 Save Search Criteria

EXAMPLES

Retroactive rate increase for hours that have already been paid in a past pay period. You must use the retro code to repay the hours. The pay rate must be less than the regular rate on the job to use the retro earn code. For example, if the employee should have been paid $15.25 but they were only paid $15.00 enter .25. It is not necessary to enter the breakdown by earn code if the employee used VAC, SCK, etc. during the week.

Missed Timesheet – All biweekly staff employees have default regular hours (RGN) based on the standard hours on their job record (100% fte = 40.00 hours). The adjustment voucher works like the regular biweekly voucher and any attendance earn codes will subtract from the regular hours when the pay is calculated. In the example below the employee will be paid 32.00 regular hours and 8.00 vacation hours. You must enter the 40.00 regular hours and the system will subtract the 8.00 vacation hours so the employee will be paid a total of 40.00 hours for the week.

Attendance Correction – Add VAC to a previous pay period – Biweekly attendance corrections should be processed in the on-cycle payroll. In the example below, the employee was paid 40.00 regular hours during the pay period. If you need to correct the pay period and change 8.00 regular hours to vacation, you will enter a POSITIVE entry that will charge 8.00 hours to his vacation taken balance.
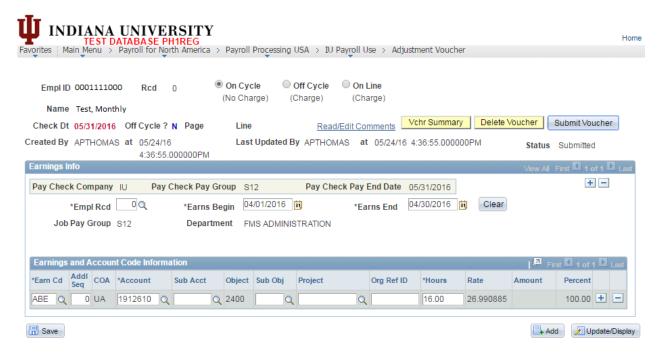

Attendance Correction – Moving hours between SCK and VAC for a previous pay period – Biweekly attendance corrections should be processed in the on-cycle payroll. In the example below 8.00 hours of SCK was turned in on the original payment and it should have been charged to VAC. The transaction will remove the sick hours that were taken and charge it to vacation.
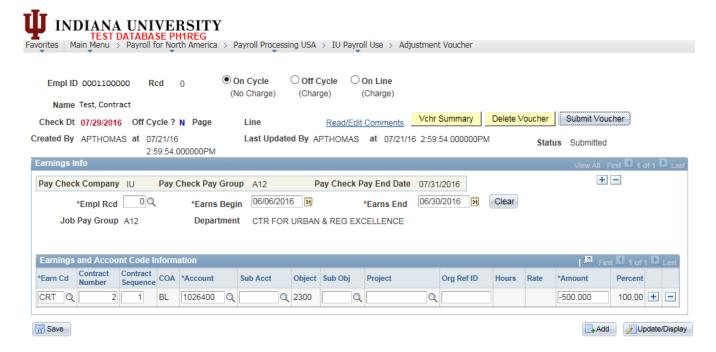
Monthly ABE example – If you need to reduce regular pay from a previous pay period, enter the number of hours the employee should not be paid for. A <u>positive</u> entry will charge the hours to absent and reduce regular pay. This action would have to be processed in an on-cycle payroll.
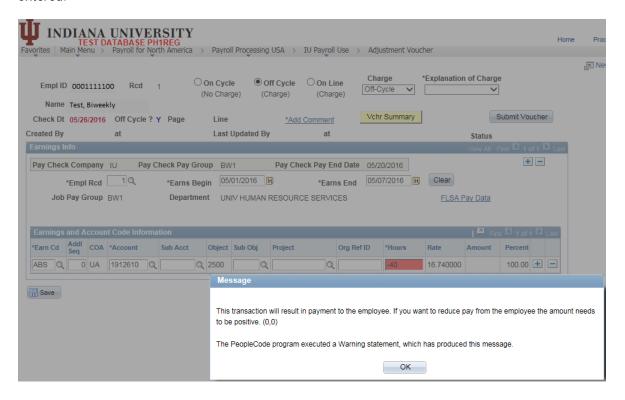
Note: A negative entry on ABE will produce a payment for the employee. This would only be used if you charged ABE on the original payment in error and need to pay the employee.
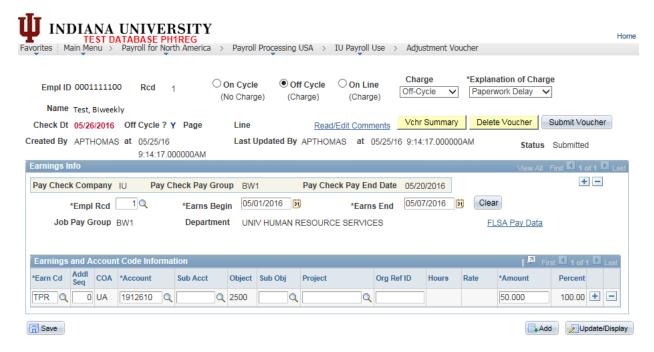

Correction of Contract Payments – If you need to correct the contract amount on the current voucher, you can submit an adjustment voucher to reduce or increase the CRS/CRT amount. This will only correct the current period. A job activity is still required to correct contract amount for future periods.

Negative Hours on a No-Pay Earn Code will Result in a Payment- The system will give the warning message as indicated below; however, if you click ok and save/submit the system will allow the transaction to be processed as entered.

Temporary Pay Retro Payment – If you need to create an adjustment voucher for any retroactive temporary payments, you must use the Retro earn code and amount. Temporary pay is based on regular hours and it will not calculate a payment if you use the regular earn codes.
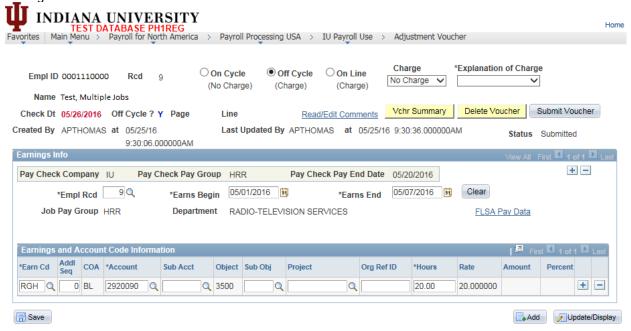
Multiple Job Case Scenarios & How the System Will Respond

The following scenario only pertains to **off-cycle transactions** (off-cycle and online payments) which will only allow one entry per employee ID. If you receive an error when you attempt to add an off-cycle adjustment voucher, contact the campus payroll office for assistance. They will be able to add your transaction.

Note: On-cycle transactions will allow multiple adjustment vouchers for an employee ID within the same payroll.

Example: A user in BL-RTVS created an adjustment voucher for an employee ID and rcd number combination that belonged to BL-RTVS and saves or submits the record.

Another user in BL-CHEM wants to create an adjustment voucher for the same **off-cycle** for the same employee ID. When the BL-CHEM user attempts to enter Adj Voucher for Empl rcd 13 for the same employee,

the system will automatically change the record number to match the existing adjustment voucher and give the following message.

INDIANA UNIVERSITY
TEST DATABASE PH1REG

Favorites | Main Menu > Payroll for North America > Payroll Processing USA > IU Payroll Use > Adjustment Voucher

Adjustment Voucher

| Find an Existing Value | Add a New Value |

Empl ID: 0001110000 🔍
Empl Record   9 🔍
Off Cycle ?   ☑

[Add]

The value you tried to add already exists.
Select it below if you'd like to update it,
or specify a new value in the fields above.

Search Results

View All						First ◄ 1 of 1 ► Last	
Empl ID	Empl Record	Off Cycle ?	Page Nbr	Line Nbr	Name	Last Name	Pay Period End Date
0001110000	9	Y	0	0	Test, Multiple Jobs	TEST	05/20/2016

At this point you must stop and contact the campus payroll office for assistance.

Microsoft Internet Explorer ✕

⚠ An adjustment voucher can not be created or modified for emplid 0001802990 and pay end date 2005-11-03 because JMABRY is not permitted to create adjustments for the job deptid, nor for any existing additional pay deptids. (0,0)

The PeopleCode program executed an Error statement, which has produced this message.

[OK]