



## Payroll Accounting Adjustment (PAA)

In Workday, payroll corrections, including adding or changing distributions of an employee for **past** (or completed) pay periods, is done using the **Payroll Accounting Adjustment (PAA)** process. This process is similar to VUMC's legacy RDC process previously completed in ePAC. You must have the security role of Cost Center Manager or Payroll Costing Initiator to create a Payroll Accounting Adjustment in Workday.

### Access Employee Information

1. Enter employee name or ID in the Search bar and click on employee record.
2. From the employee information screen, select **Pay**.
3. From the Pay tab, select the **Results** tab.

### Select the Result to begin Payroll Adjustment

1. Find the **Payroll Result** in the list that needs to be adjusted.
2. Click the **Related Actions**  button in the **Payroll Result** column.
3. Select **Pay Calculation > Payroll Accounting Adjustment**.

Note: If the Payroll Accounting Adjustment option is unavailable, payroll has not completed for the period, or a PAA is currently in workflow for the period.

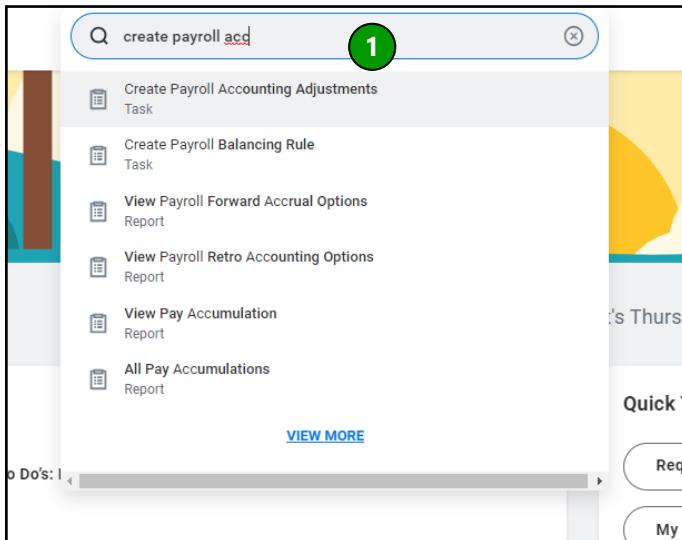
	Calculation Status	Calculation DateTime	Result Updated DateTime	Gross Pay
07/17/2022 - 07/30/2022 (US Bi-Weekly)	In Progress	02/22/2023 03:02:38.611 PM	02/22/2023 03:02:38.611 PM	\$0.00
07/17/2022 - 07/30/2022 (US Bi-Weekly)	Complete	02/08/2023 09:58:26.741 PM	02/08/2023 09:58:26.741 PM	\$1,938.21
07/17/2022 - 07/30/2022 (US Bi-Weekly)	Complete	01/10/2023 04:11:10.798 PM	01/09/2023 11:40:53.580 AM	\$0.00
07/17/2022 - 07/30/2022 (US Bi-Weekly)	Complete	10/25/2022 04:24:49.129 PM	10/24/2022 10:29:25.036 PM	\$1,619.62



## Payroll Accounting Adjustment (PAA) - continued

### Starting a PAA for a Terminated Employee

1. If the PAA is needed for a terminated employee, search “Create Payroll Accounting Adjustment” in the search bar.
2. Enter the employee’s name in the **Employee** field



**Create Payroll Accounting Adjustments**

*A change reason is required when creating a payroll account adjustment for all other changes.*

Employee *	Lear, Shanda (Terminated) (0000001)	...
Pay Groups *	Medical Center Monthly	...
Company *	Vanderbilt University Medical Center	...
Change Reason *	[Empty field]	
<b>Optional Parameters</b>		
Pay Periods	[Empty field]	
Payroll Result Type	Off-cycle	On-cycle

OK Cancel

### Create Payroll Accounting Adjustment

The Create Payroll Account Adjustment window displays (whether started from an employee record or from the PAA task).

1. Information loads for employee, pay groups, and Company based on Result selected.
2. Select the **Change Reason**. Choose **Effort Adjustment** if the adjustment includes time charged to a Federally sponsored award. Choose **Payroll Correction Non-Effort** for all other changes.
3. Optional Parameters load based on Result selected.

**Create Payroll Accounting Adjustments**

Employee *	Anita Knapp (0123456)	...
Pay Groups *	Medical Center Biweekly	...
Company *	Vanderbilt University Medical Center	...
Change Reason *	<input type="radio"/> Search <input type="radio"/> Effort Adjustment <input type="radio"/> Payroll Correction Non-Effort Adjustment	...
<b>Optional Parameters</b>		
Pay Periods	07/17/2022 - 07/30/2022 (US Bi-Weekly)	
Payroll Result Type *	On-cycle	...



## Payroll Accounting Adjustment (PAA) - continued

1. Click the + to add the employee's default position and cost center and worktag information. Enter the **Corrected** information by line.
2. All regular **Pay Component(s)** (Sick Time, PTO, Bereavement, Overtime, ect.) must be included in the adjustment unless there is a specific reason a component should stay on the original distribution.
3. Enter or choose the **Costing Company**.
4. Click the X to delete the existing Worktags. Enter the new **corrected** driver worktag.

**NOTE: By selecting the driver worktag (i.e., Gift, Grant, Project, Program, Cost Center, etc.), the correct combination of additional worktags will automatically populate. DO NOT edit or delete the combination of worktags that populate once the correct driver worktag is selected. The only exception to this is if there is salary over the cap, in which case, refer to the [Salary Over the Cap guide](#).**

5. Enter the **Distribution Percent** for each line entered. The total of all lines must be equal to 100%.

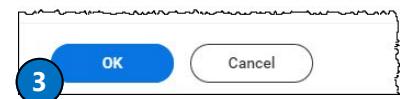
Order	*Position	*Pay Component(s)	Costing Company	Worktags	*Distribution Percent
1	P00098765 Core Research Anita Knapp (0123456)	<input type="checkbox"/> Earnings <input type="checkbox"/> Overtime Pay (OTP) <input type="checkbox"/> Regular (Hourly) (REG) <input type="checkbox"/> Search	<input type="checkbox"/> Vanderbilt University Medical Center <input type="checkbox"/> ACO of Central Alabama 1, LLC <input type="checkbox"/> ACO of North Delaware, LLC <input type="checkbox"/> Ambulatory Surgery Center of Cool Springs, LLC <input type="checkbox"/> Bundle Payment Services, LLC <input type="checkbox"/> Carefluent Connect, LLC <input type="checkbox"/> Friends in Global Health, LLC <input type="checkbox"/> Health Professional Solutions, LLC	<input type="checkbox"/> CARTS - CC Research - Cores - Cores <input type="checkbox"/> Cost Center: CC01030 Ctrs - Clinical Processing Core - Vanderbilt-Ingram Cancer Center AE Acad Cores Contracts CORE <input type="checkbox"/> Function Code: FC01033 Academic Support Other Institutional Activities <input type="checkbox"/> Fund: FD001 General <input type="checkbox"/> Operating Entity: OEAcad_CC Academic Cores and Contracts	0

**Add Additional Lines as Necessary**

1. Click the + to add additional lines as necessary. Follow steps 2 through 5 to edit.
2. The Adjustment(s) you create should reflect the **corrected** payroll distribution totaling 100%

Note: *Before* clicking **OK**, each line is calculated in percentages. *After* clicking **OK**, each line is calculated in dollars in the **Proposed Adjustments** section. Any adjustments on the next page will have to be calculated in dollars.

3. Click **OK**.





## Payroll Accounting Adjustment (PAA) - continued

### Review Adjustment Entry

If there are multiple pay periods for a PAA, each period will have an independent Current Journals Lines and Proposed Adjustments section. Scroll down the page to review each period.

1. The **Current Journal Lines** display. These are the payroll amounts and distributions (prior to this adjustment) by dollar amount.
2. Below, the **Proposed Adjustments** displays. These are the **Adjusted** amounts and distributions by dollar amount.

1

Current Journal Lines 3 items						
	Debit Amount	Position	Pay Component	Costing Company	Worktags	Budget Date
(-)	26.46	P00098765 Anita Knapp (0123456)	Overtime Pay (OTP)	Vanderbilt University Medical Center	CARTS: CTRCC Research - Cores - Cores Cost Center: CC01030 Ctr - Clinical Processing Core - Vanderbilt-Ingram Cancer Center - AE Acad Cores Contracts - CORE Function Code: FC21033 Academic Support - Other Institutional Activities Fund: FD001 General Fund Location: 3322 WEST END AVE (LOC02011) Operating Entity: OEAcad_CC Academic Cores and Contracts	07/30/2022
(-)	677.16	P00098765 Anita Knapp (0123456)	Regular (Hourly) (REG)	Vanderbilt University Medical Center	CARTS: CTRCC Research - Cores - Cores Cost Center: CC01030 Ctr - Clinical Processing Core -	07/23/2022

2

Proposed Adjustments 6 items						
	*Debit Amount	*Position	*Pay Component	Costing Company	*Worktags	Budget Date
(-)	13.23	x P00098765 Anita Knapp (0123456)	x Overtime Pay (OTP)	x Vanderbilt University Medical Center	x CARTS: CTRVG Research - VU - Grant x Cost Center: CC02852 Medicine - Clinical Pharmacology Div - CD Acad Grants Gifts x Function Code: FC18018 Instruction and Departmental Research x Fund: FD004 Sponsored Program	07/30/2022



## Payroll Accounting Adjustment (PAA) - continued

### Review Summary Totals and Submit

1. Scroll down to view the **Summary Totals** section.
2. Select **Pay Components** or **Worktags** to filter totals.
3. Click **Update Amounts** to view the amounts, difference, and percentage. Note that these Amounts will be filtered if selected in step 2.
4. Click **Remove** or **Add** to remove and/or add lines to the proposed adjustment.

Note: It is possible to adjust dollar amounts in the Proposed Adjustment section, however the entry must balance to continue.

5. Please provide a descriptive **Comment** and adequate documentation for the changes being made. Although Workday does not currently require comments for PAAs, including this information helps facilitate a timely review. Examples:
  - *"Reduced GR099999 from 10% to 5% (equivalent to \$2,314.52 at 5%) and added new grant GR011111 for 5% (equal to \$2,314.52 at 5%)"*
  - *"Replaced GR088888 with GR077777 for new year"*
  - *"Updated program worktag to the correct funding source for salary over the cap on GR09999--it is now PG012345"*
6. Click **Submit** to submit the adjustment into workflow, **Save for Later** to save the adjustment to submit at a later date, or **Cancel** to cancel the adjustment.

1 **Summary Totals**

Pay Components 2 Worktags 3

**Update Amounts** 4 Current Total Amount 1,619.62 Proposed Total Amount 1,619.62 Difference 0.00 Percent of Proposed 100.00%

Remove 5 Add

6 Save for Later Cancel

### QUESTIONS?



## Payroll Accounting Adjustment (PAA) - Appendix

### Salary Over the Cap

In Workday, the Salary Over the Cap (SOC) functionality is not automated on Payroll Accounting Adjustments (PAAs).

When creating a PAA for an employee who has effort on an award that is subject to a salary cap, creating the PAA has more steps than a PCA. An [offline calculator](#) is necessary to identify the % to the grant or contract and the % to the salary over the cap funding source. Those calculated %s will then be manually entered into the PAA. Include an export of the calculator as an attachment to the PAA. Confirm that the dollar amounts calculated in the Proposed Adjustment section are correct and adjust pennies as needed.

Complete the two lines, one for the award and one for the SOC funding source, of the PAA with the information generated from the Salary Over the Cap calculator.



## Payroll Accounting Adjustment (PAA) - Appendix

### EXAMPLE: Voluntary Committed Cost Share

Voluntary Committed Cost Share requires entry of two lines to capture the effort: line one goes to the grant worktag for the direct charge portion (in this example 4% to GR044455) and line two goes to the COST SHARE grant worktag for the cost shared portion (in this example 6% to GR015555) for voluntary committed cost share.

*Position	*Pay Component(s)	Costing Company	Worktags	*Distribution Percent
x P00077766 Professor - Sandy Beech (0092319)	x Regular (Salary) (REGSAL)	x Vanderbilt University Medical Center	<ul style="list-style-type: none"> <li>x CARTS: CTRFG Research - Federal - Grant ...</li> <li>x Cost Center: CC01111 Example - AE Acad Grants Gifts</li> <li>x Function Code: FC19019 Sponsored Research ...</li> <li>x Fund: FD004 Sponsored Program Fund</li> <li>x Grant: GR044455 Grant EXAMPLE with Voluntary Committed Cost Share (direct charge portion)</li> <li>x Operating Entity: OEAcad_GG Academic Grants and Gifts</li> </ul> <p style="text-align: right;"><b>LESS (1)</b></p>	4
x P00077766 Professor - Sandy Beech (0092319)	x Regular (Salary) (REGSAL)	x Vanderbilt University Medical Center	<ul style="list-style-type: none"> <li>x CARTS: CTRFG Research - Federal - Grant ...</li> <li>x Cost Center: CC01111 Example - AE Acad Grants Gifts</li> <li>x Function Code: FC19019 Sponsored Research ...</li> <li>x Fund: FD005 Cost Share Fund</li> <li>x Grant: GR015555 Beech,Sandy,Grant EXAMPLE with Voluntary Committed Cost Share COST SHARE (cost shared portion)</li> <li>x Operating Entity: OEAcad_GG Academic Grants and Gifts</li> </ul> <p style="text-align: right;"><b>LESS (1)</b></p>	6

### EXAMPLE: K Awards

K awards typically have salary limitations, most common is mandatory 75% effort with salary support up to 100K. For K-awards, OSP automatically creates a cost share award line with an accompanying grant worktag for use with "COST SHARE" in the name. This cost share grant worktag should be used when Institutional Base Salary (IBS) exceeds the sponsors allotted annual direct cost salary budget for the PI based on the individual's effort commitment. This will allow effort to be applied as a distribution between a direct charge percentage and cost share percentage so not to exceed the salary allocation limit. Note, this is not a salary cap process but rather a sponsor imposed annual direct funding cap amount for PI salary.

*Position	*Pay Component(s)	Costing Company	Worktags	*Distribution Percent
x P00076543 Asst Professor - Walter Mellon (0098745)	x Regular (Salary) (REGSAL)	x Vanderbilt University Medical Center	<ul style="list-style-type: none"> <li>x CARTS: CTRFG Research - Federal - Grant ...</li> <li>x Cost Center: CC01111 Example - AE Acad Grants Gifts</li> <li>x Function Code: FC19091 Sponsored Research - Sponsored Research Training</li> <li>x Fund: FD004 Sponsored Program Fund</li> <li>x Grant: GR010000 Career Development K-Award EXAMPLE</li> <li>x Operating Entity: OEAcad_GG Academic Grants and Gifts</li> </ul> <p style="text-align: right;"><b>LESS (1)</b></p>	49.74
x P00076543 Asst Professor - Walter Mellon (0098745)	x Regular (Salary) (REGSAL)	x Vanderbilt University Medical Center	<ul style="list-style-type: none"> <li>x CARTS: CTRFG Research - Federal - Grant ...</li> <li>x Cost Center: CC01111 Example - AE Acad Grants Gifts</li> <li>x Function Code: FC19091 Sponsored Research - Sponsored Research Training</li> <li>x Fund: FD005 Cost Share Fund</li> <li>x Grant: GR014444 Mellon,Walter, Career Development Award COST SHARE Award Line EXAMPLE (2022-06-01)</li> <li>x Operating Entity: OEAcad_GG Academic Grants and Gifts</li> </ul> <p style="text-align: right;"><b>LESS (1)</b></p>	25.26