



## 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.

The screenshot shows the Workday interface for accessing employee information. At the top, a search bar contains 'Anita Knapp (0123456)'. Below it, a dropdown menu shows the selected employee record: 'Anita Knapp (0123456) Manager Learning | VUMC Business Education (LOC00248)'. To the right, a blue sidebar displays the employee's name and ID, their role 'Manager Learning', and an 'Actions' button. Below the sidebar, a navigation bar has tabs for 'Results', 'Input', 'Pay Group', and 'Cost Center'. The 'Results' tab is selected and highlighted with a green circle '3'. The 'Pay' tab in the sidebar is also highlighted with a green circle '2'.

### 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.

The screenshot shows the 'Payroll Result' screen in Workday. On the left, the 'Actions' menu is open, showing options like 'Payroll Result', 'Favorite', 'Next Result for Worker', 'Pay Calculation', and 'Payroll Input for Worker...'. The 'Pay Calculation' option is selected, and a sub-menu is visible with 'Payroll Accounting Adjustment' highlighted by a green circle '3'. On the right, the 'Payroll Result' details are shown for Anita Knapp (0123456) for the period 07/30/2022 (Regular) - Complete. Below this, a table lists payroll results with columns for Calculation Status, Calculation DateTime, Result Updated DateTime, and Gross Pay. The first row shows 'In Progress' with a gross pay of \$0.00. The second row shows 'Complete' with a gross pay of \$1,938.21. The third row shows 'Complete' with a gross pay of \$0.00. The fourth row shows 'Complete' with a gross pay of \$1,619.62. A green circle '1' is placed over the 'Payroll Result' tab in the left sidebar, and a green circle '2' is placed over the 'Related Actions' button in the bottom left corner of the table.

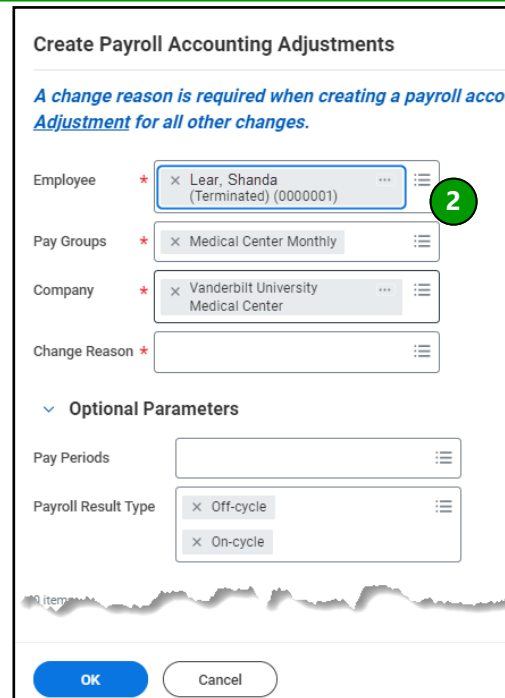
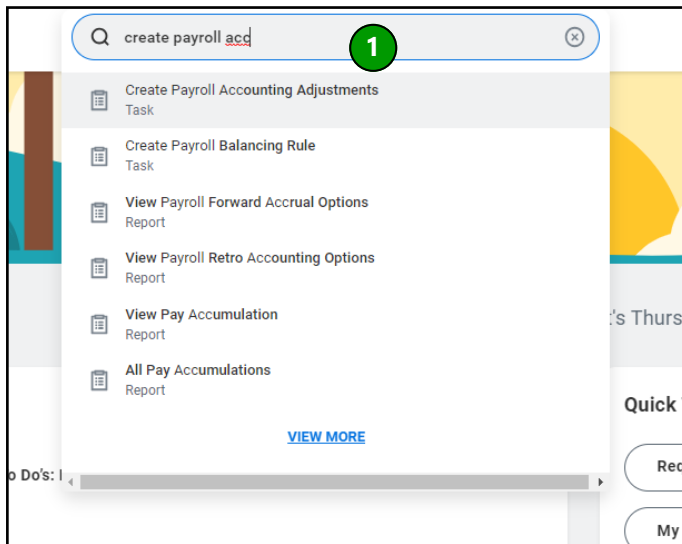
	Calculation Status	Calculation DateTime	Result Updated DateTime	Gross Pay
ity Medical	In Progress	02/22/2023 03:02:38.611 PM	02/22/2023 03:02:38.611 PM	\$0.00
ity Medical	Complete	02/08/2023 09:58:26.741 PM	02/08/2023 09:58:26.741 PM	\$1,938.21
ity Medical	Complete	01/10/2023 04:11:10.798 PM	01/09/2023 11:40:53.580 AM	\$0.00
ity Medical	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

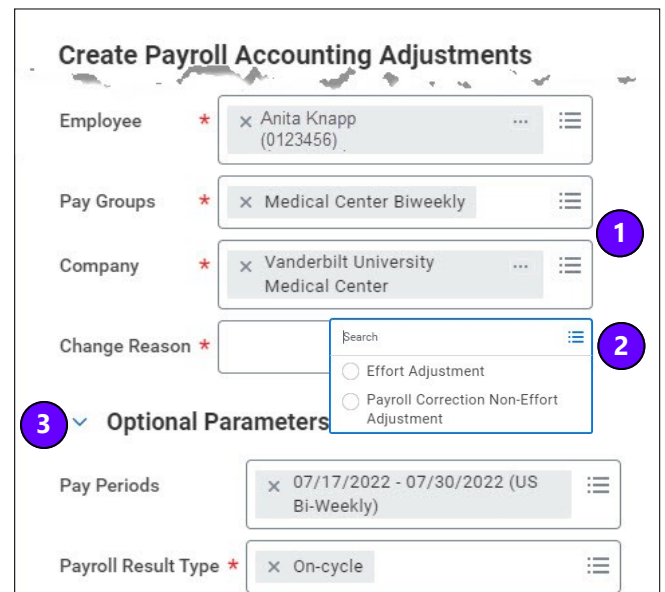
1. If the PAA is needed for a terminated employee, search “Create Payroll Accounting Adjustment” in the search bar.
2. Enter the employee’s name in the **Employee** field



### Create Payroll Accounting 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.





## 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%.

The screenshot shows the Workday PAA interface with the following elements highlighted by numbered callouts:

- 1:** The '+' icon in the top left corner of the table to add a new line.
- 2:** The '\*Pay Component(s)' column, showing a dropdown menu with options like 'Overtime Pay (OTP)' and 'Regular (Hourly) (REG)'.
- 3:** The 'Costing Company' column, showing a dropdown menu with various company options like 'Vanderbilt University Medical Center'.
- 4:** The 'Worktags' column, showing a dropdown menu with various worktag options like 'CARTS' and 'Cost Center'.
- 5:** The '\*Distribution Percent' column, showing a text input field with the value '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**.

The image shows two buttons: a blue 'OK' button and a grey 'Cancel' button. A callout with the number '3' points to the 'OK' button.



## 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.

Current Journal Lines 3 items 1

	Debit Amount	Position	Pay Component	Costing Company	Worktags	Budget Date	Hours
⊖	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	

Combine Identical Adjustments

Proposed Adjustments 6 items 2

	*Debit Amount	*Position	*Pay Component	Costing Company	*Worktags	Budget Date	Hours
⊖	13.23	⊗ P00098765 Anita Knapp (0123456)	⊗ Overtime Pay (OTP)	⊗ Vanderbilt University Medical Center	⊗ CARTS: CTRVG Research - VU - Grant ⊗ Cost Center: CC02852 Medicine - Clinical Pharmacology Div - CD Acad Grants Gifts ⊗ Function Code: FC18018 Instruction and Departmental Research ⊗ 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 Current Total Amount 1,619.62 Proposed Total Amount 1,619.62 Difference 0.00 Percent of Proposed 100.00%

**4** Remove

Add

**5** enter your comment

**6** Submit Save for Later Cancel

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).



## Payroll Accounting Adjustment (PAA) - Appendix

The images below show an example of the two lines necessary to properly calculate effort in the PAA for: 1) Salary over the cap on a grant that is subject to the NIH Salary Cap, 2) a K award, and 3) an award that has voluntary committed cost share. In each of these examples, two lines are required to correctly make the adjustments. Additional distribution lines are needed in the PAA to total to 100%. These examples represent the portion of effort charged to one award.

### Salary Over the Cap

*Position	*Pay Component(s)	Costing Company	Worktags	*Distribution Percent
<input type="checkbox"/> P00098765 Professor - Anita Knapp (0123456)	<input type="checkbox"/> Regular (Salary) (REGSAL)	<input type="checkbox"/> Vanderbilt University Medical Center	<input type="checkbox"/> CARTS: CTRFG Research - Federal - Grant <input type="checkbox"/> Cost Center: CC01111 Example - AE Acad Grants Gifts <input type="checkbox"/> Function Code: FC19019 Sponsored Research <input type="checkbox"/> Fund: FD004 Sponsored Program Fund <input type="checkbox"/> Grant: GR011223 Federal Grant Example subject to NIH Salary Cap <input type="checkbox"/> Operating Entity: OEAcad_GG Academic Grants and Gifts LESS (1)	7.6655
<input type="checkbox"/> P00098765 Professor - Anita Knapp (0123456)	<input type="checkbox"/> Regular (Salary) (REGSAL)	<input type="checkbox"/> Vanderbilt University Medical Center	<input type="checkbox"/> CARTS: CTRID Research - Internal Funding - Department APS <input type="checkbox"/> Cost Center: CC09999 Example - CD Clin Research Admin <input type="checkbox"/> Function Code: FC18018 Instruction and Departmental Research <input type="checkbox"/> Fund: FD001 General Fund <input type="checkbox"/> Grant: GR011223 Federal Grant Example subject to NIH Salary Cap <input type="checkbox"/> Operating Entity: OECLin_RA Clinical Department Research and Administration <input type="checkbox"/> Program: PG000112 CD - Clin Research Admin Example <input type="checkbox"/> Salary Over the Cap Type: NIH Level II Salary Cap LESS (3)	4.3345

The automatic Salary Over the Cap functionality in Workday is not available on PAAs. Therefore, a PAA for an employee who exceeds the salary cap on an award that is subject to the NIH Salary Cap requires additional steps. The PAA [calculator tool](#) helps determine the percentages/amounts to charge to the grant and the salary over the cap funding source, respectively. These percentages are then manually entered into the PAA, which will calculate the dollar amounts to charge. Confirm that the dollar amounts calculated in the Proposed Adjustment section are correct and adjust pennies as needed.

Primary Costing Worktag	NEW Effort % on PAA	% Effort Charged to Grant	% Effort Over the Cap	Monthly Salary	\$ Amount to Grant	\$ Amount Over the Cap
T GR012345	12.00	7.6655	4.3345	\$ 3,320.31	\$ 2,121.00	\$ 1,199.31
T	0.00	0.0000	0.0000	\$ 0.00	\$ 0.00	\$ 0.00
T	0.00	0.0000	0.0000	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total:</b>	<b>12.00</b>	<b>7.67</b>	<b>4.33</b>	<b>\$ 3,320.31</b>	<b>\$ 2,121.00</b>	<b>\$ 1,199.31</b>

\* Only input worktags where costing is being modified.



## Payroll Accounting Adjustment (PAA) - Appendix

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

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