



## 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.

Search: Anita Knapp (0123456)

Anita Knapp (0123456)  
Manager Learning | VUMC Business Education  
(LOC00248)

Anita Knapp (0123456)  
Manager Learning  
Actions  
Summary  
Job  
Pay

Results Input Pay Group

### 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.

Actions  
Payroll Result  
Favorite  
Next Result for Worker  
Pay Calculation  
Payroll Input for Worker...

Payroll Result

Payroll Result Anita Knapp (0123456) : 07/30/2022 (Regular) - Complete

Worker Anita Knapp (0123456)

Position P00000000000000000000 Research Asst 2 - Anita Knapp (0123456)

Result Details

Period 07/17/2022 - 07/30/2022 (US Bi-Weekly)

Pay Group Detail Medical Center Biweekly (Regular)

Company Vanderbilt University Medical Center

Payment Details

Payment Date 08/05/2022

Gross Amount 1,619.62

Net Amount 1,301.52

Pay Group Currency USD

	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 PAA form with the following fields and callouts:

- 1**: Add button (+) to add a new line.
- 2**: \*Pay Component(s) dropdown menu showing options like Overtime Pay (OTP) and Regular (Hourly) (REG).
- 3**: Costing Company dropdown menu showing various medical centers and LLCs.
- 4**: Worktags dropdown menu showing various worktags like CARTS, Cost Center, and Function Code.
- 5**: \*Distribution Percent input field.

### 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 screenshot shows the bottom of the form with the **OK** and **Cancel** buttons. A callout **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: OEAcd_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 ☐ 2

Proposed Adjustments 6 items

	*Debit Amount	*Position	*Pay Component	Costing Company	*Worktags	Budget Date	Hours
-	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.

The screenshot shows the 'Summary Totals' section of the PAA interface. It includes filters for 'Pay Components' and 'Worktags', both marked with a purple circle 2. Below these is a table with columns: 'Update Amounts' (marked with a purple circle 3), 'Current Total Amount', 'Proposed Total Amount', 'Difference', and 'Percent of Proposed'. The table shows values: 1,619.62, 1,619.62, 0.00, and 100.00%. Below the table are 'Remove' and 'Add' buttons, with the 'Add' button marked with a purple circle 4. At the bottom is a text input field for a comment, marked with a purple circle 5, and a button marked with a purple circle 6. The button is labeled 'Submit' and is highlighted in blue.

### 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.

**Payroll Accounting Adjustment Calculators**

Instructions No Salary Over Cap Salary Over Cap Sign out

**Enter the applicable salary cap**

Annual Salary Cap: \$ 225,700.00 Monthly \$ 18,808.33

**Enter the worker's monthly salary**

Annual Salary: \$ 338,400.00 Monthly \$ 28,200.00

For effort changes for periods beginning February 1, 2025 and forward for NIH Salary Cap enforced awards, use the Annual Salary Cap amount of **\$225,700.00**.

For effort changes for from February 1, 2024, to January 31, 2025, for NIH Salary Cap enforced awards, use the Annual Salary Cap amount of **\$221,900.00**.

For PCORI Salary Cap enforced awards, use the Annual Salary Cap amount of **\$200,000.00**.

**Enter the NEW % effort values you wish to be reflected after completing the PAA.** Print Export

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	12.00	8.0035	3.9965	\$ 3,384.00	\$ 2,257.00	\$ 1,127.00
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>	12.00	8.00	4.00	\$ 3,384.00	\$ 2,257.00	\$ 1,127.00

\* Only input worktags where costing is being modified.  
 Reminder: Salary over the Cap is not automatically calculated in the PAA

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.

2 Items

Order	Position	Pay Component(s)	Costing Company	Worktags	Distribution Percent
1	P00002129 Professor - Walter Meilon (0019876)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRFC Research - Federal - Contract Cost Center: CC03158 Vanderbilt Center for Antibody Therapeutics - AE Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR011234 Meilon Walter A. Paramyxoviridae and Bunyaviridae Vaccines and Antibodies Cen VUMC (2024-03-01) MORE (1)	12
2	P00002129 Professor - Walter Meilon (0019876)	Regular (Salary) (REGSAL)	Vanderbilt University Medical Center	CARTS: CTRIS Research - Internal Funding - Special Allocation Cost Center: CC03159 Vanderbilt Center for Antibody Therapeutics - AE Acad Research Admin Function Code: FC18018 Instruction and Departmental Research Fund: FD001 General Fund Operating Entity: OEAcad_RA Academic Department Research and Administration Program: P0003097 Vanderbilt Center for Antibody Therapeutics - AE Acad Research Admin - Crowe Cost Share Salary Over The Cap Basis: GR011234 Meilon, Walter A. Paramyxoviridae and Bunyaviridae Vaccines and Antibodies Cen VUMC (2024-03-01) Salary Over the Cap Type: NIH Level II Salary Cap LESS (3)	4

WalkMe Menu



**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
× P00077766 Professor - Sandy Beech (0092319) ⋮	× Regular (Salary) (REGSAL) ⋮	× Vanderbilt University Medical Center ⋮	× CARTS: CTRFG Research - Federal - Grant ⋮ × Cost Center: CC01111 Example - AE Acad Grants Gifts × Function Code: FC19019 Sponsored Research × Fund: FD004 Sponsored Program Fund × Grant: GR044455 Grant EXAMPLE with Voluntary Committed Cost Share (direct charge portion) × Operating Entity: OEAcad_GG Academic Grants and Gifts <a href="#">LESS (1)</a>	4
× P00077766 Professor - Sandy Beech (0092319) ⋮	× Regular (Salary) (REGSAL) ⋮	× Vanderbilt University Medical Center ⋮	× CARTS: CTRFG Research - Federal - Grant ⋮ × Cost Center: CC01111 Example - AE Acad Grants Gifts × Function Code: FC19019 Sponsored Research × Fund: FD005 Cost Share Fund × Grant: GR015555 Beech,Sandy: Grant EXAMPLE with Voluntary Committed Cost Share COST SHARE (cost shared portion) × Operating Entity: OEAcad_GG Academic Grants and Gifts <a href="#">LESS (1)</a>	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
× P00076543 Asst Professor - Walter Mellon (0098745) ⋮	× Regular (Salary) (REGSAL) ⋮	× Vanderbilt University Medical Center ⋮	× CARTS: CTRFG Research - Federal - Grant ⋮ × Cost Center: CC01111 Example - AE Acad Grants Gifts × Function Code: FC19091 Sponsored Research - Sponsored Research Training × Fund: FD004 Sponsored Program Fund × Grant: GR010000 Career Development K-Award EXAMPLE × Operating Entity: OEAcad_GG Academic Grants and Gifts <a href="#">LESS (1)</a>	49.74
× P00076543 Asst Professor - Walter Mellon (0098745) ⋮	× Regular (Salary) (REGSAL) ⋮	× Vanderbilt University Medical Center ⋮	× CARTS: CTRFG Research - Federal - Grant ⋮ × Cost Center: CC01111 Example - AE Acad Grants Gifts × Function Code: FC19091 Sponsored Research - Sponsored Research Training × Fund: FD005 Cost Share Fund × Grant: GR014444 Mellon,Walter: Career Development Award COST SHARE Award Line EXAMPLE (2022-06-01) × Operating Entity: OEAcad_GG Academic Grants and Gifts <a href="#">LESS (1)</a>	25.26