



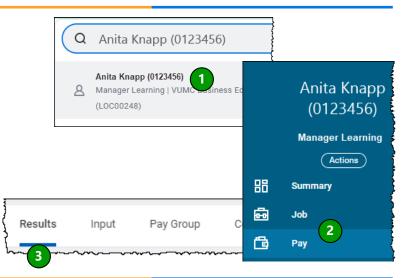


Payroll Accounting Adjustment (PAA)

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 Payroll Costing Initiator to create a Payroll Accounting Adjustment in Workday.

Access Employee Information

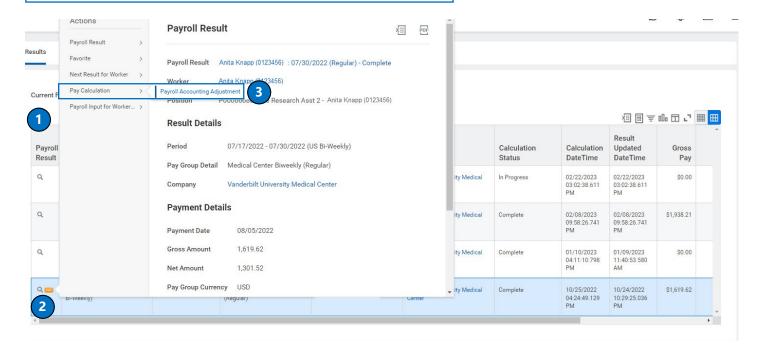
- Enter employee name or ID in the Search bar and click on employee record.
- 2. From the employee information screen, select **Pay.**
- 3. From the Pay tab, select the Results tab.



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.



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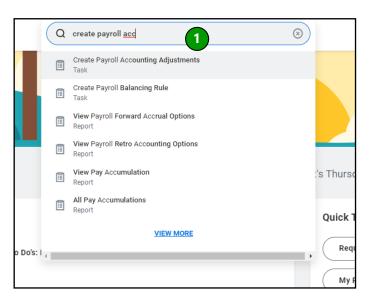


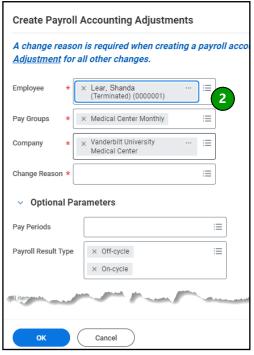




Starting a PAA for a Terminated Employee

- 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

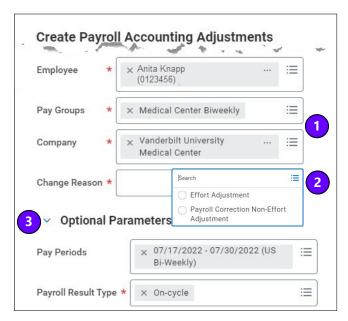




Create Payroll Accounting Adjustment

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

- Information loads for employee, pay groups, and Company based on Result selected.
- 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.



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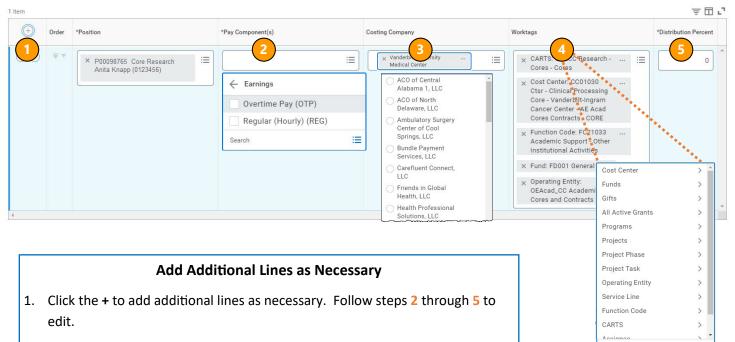




- 1. Click the + to add the employee's default position and cost center and worktag information. Enter the **Corrected** information by line.
- 2. <u>All</u> regular **Pay Component(s)** (Sick Time, PTO, Bereavement, Overtime, ect.) <u>must</u> be included in the adjustment unless there is a specific 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 <u>Salary Over the Cap guide</u>.

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



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.



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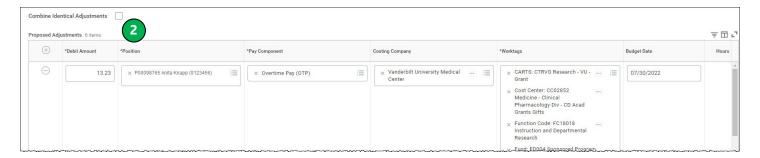


Review Adjustment Entry

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.





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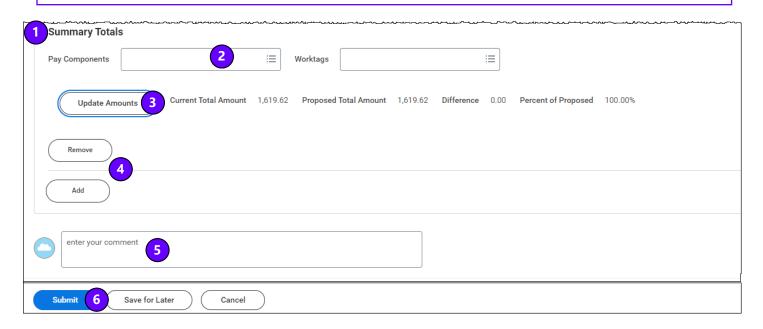


Review Summary Totals and Submit

- 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.





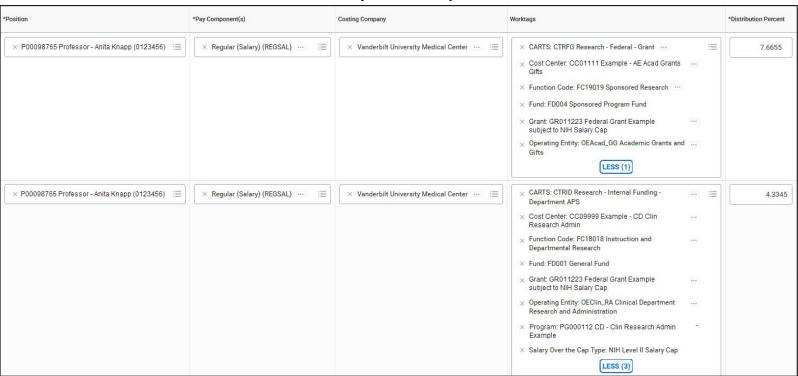




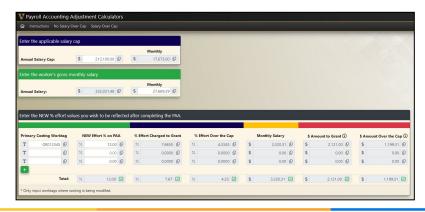
Payroll Accounting Adjustment (PAA) - Appendix

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



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 <u>calculator tool</u> 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.



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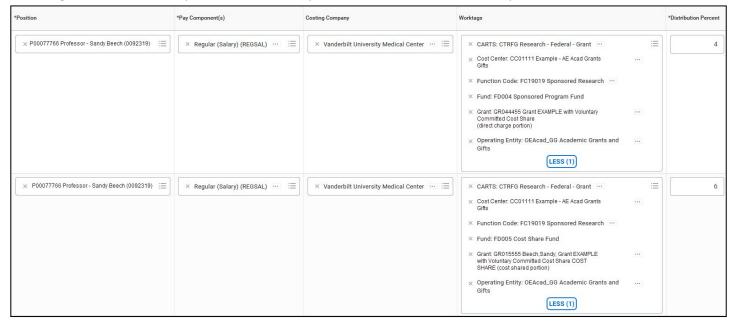




Payroll Accounting Adjustment (PAA) - Appendix

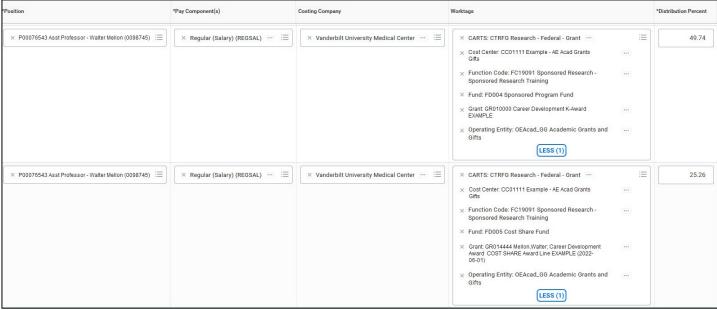
Voluntary Committed Cost Share

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.



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 creats 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.



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