

# Payroll Accounting Adjustment

This QRC instructs users on making **Payroll Accounting Adjustments** in myURHR. Payroll accounting adjustments are corrections to FAOs that have been posted as part of one of more prior pay periods. Payroll accounting adjustments do not result in a change to any future-dated allocations for a worker or position. If you need to create a payroll accounting adjustment, be sure to also add a costing allocation to account for future payrolls

## Payroll Accounting Adjustment

1. From the Workday Home Page, search for and select the **Create Payroll Accounting Adjustments** task.
2. Enter the **Employee**.
3. Enter the **Pay Group**.
4. Enter 001 University of Rochester as the **Company**.
5. Enter the **Change Reason**.
6. Under the Optional Parameters Section, input the **Pay Periods** to adjust, and whether the payroll was on or off-cycle in **Payroll Result Type**.
7. In the table, select the **plus (+)** icon to add a row.
8. Input the **Position** and **Pay Component(s)** to adjust.
9. Update the **Costing organization** as necessary under the Worktags column, then enter the **Distribution Percent**.
10. Continue to add rows as necessary until the distribution percent for the Position and Pay Component combination equals 100 percent.
11. Select **OK** to review the proposed adjustment to the journal entry on the next page.
12. Select **Submit**.



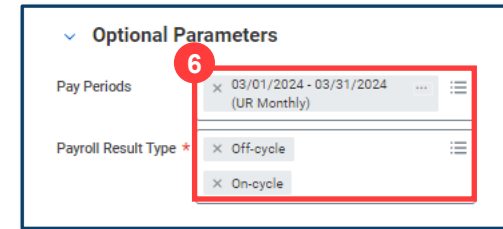
Create Payroll Accounting Adjustments

Employee 2 Elliott Employee ...

Pay Groups 3 UR Monthly ...

Company 4 001 University of Rochester ...

Change Reason 5 Funding Updates and Changes ...



Optional Parameters

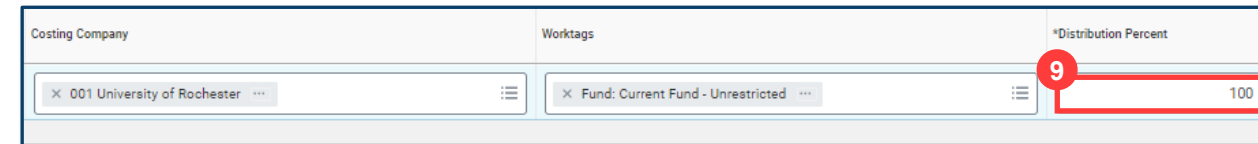
Pay Periods 6 03/01/2024 - 03/31/2024 (UR Monthly) ...

Payroll Result Type \* 7 Off-cycle ...

On-cycle ...



Order	*Position	*Pay Component(s)
+	+	
+ -	8 P00022712 HR Data Analyst - Staff Test v1 ...	x UR Salary ...



Costing Company	Worktags	*Distribution Percent
x 001 University of Rochester ...	x Fund: Current Fund - Unrestricted ...	9 100

**Next Steps:** The process will be sent for approval. Check your **My Tasks** list for additional steps that may be required after submitting this process.