University of West Georgia

Payroll Reallocation Form

Purpose of Form

- To transfer payroll expenses for personal services (5xxxxx accounts) that were posted to the incorrect chart string
- Due to ADP and PeopleSoft systems not "talking", adjustments submitted on expenditure transfer forms and entered in PeopleSoft by the Controller's office are not updated in ADP causing reconciliation issues between ADP and PeopleSoft
- Adjustments for personal services will now be verified through Budget Services and entered by Payroll in ADP. All adjustments will be visible on the payroll distribution reports attached to the next payroll cycle. This will aid greatly in reconciling payroll charges for everyone.

Instructions

A new form is created very similar to the current Expenditure Transfer Form. A few more fields' specific to payroll runs and paycheck dates are added.

Please include with the form an ADP payroll distribution report with the incorrect charges highlighted. The reallocation cannot be processed without the proper justification document.

- If you do not have access to run this report, please contact the budget manager within your college or division.
- To request access to run payroll distribution reports, your supervisor must email Rodney Byrd, Director of Human Resources Operations and provide the department ID's for departments you will need to access.

Line Descriptions:

1. Reason for Reallocation – Brief comment identifying the need for the reallocation
2. Employee's Name – Full name identified on payroll distribution report
3. ADP ID – seven digit ADP employee ID number.
   - To capture the leading zero in the employee ID number type an ' (apostrophe) before the leading zero
4. Account – six digit expense account code found on the Payroll Distribution Report.
   - Ex. 522100, 523100, 522805, etc.
5. Fund – Dept ID – Program – Class – Project ID
   - Chart string information can be found on the Budget Services website
6. Check Date – Provide check date for the incorrect charge only (Original Amount)
   - If more than one payroll's expenses are being transferred, separate lines are needed for each check date

- Data should be highlighted on the Payroll Distribution Report

7. The 'Corrected Amount' line on the form should contain the correct chart string that should have been charged.
   - Please list 'corrected amount' lines first.
   - If only a partial amount should be transferred, the entire original expense amount will still need to be shown on the form using separate lines to show the corrected chart strings and amounts.

8. The 'Original Amount' line on the form should contain the incorrect chart string that was charged.
   - Please list 'original amount' lines second.
   - This should be the chart string identified on the payroll distribution report.

9. Payroll Distribution Code – Budget Services will add the payroll distribution code and Payroll will use this code when entering the correction in ADP.
   - The payroll distribution code is a combination of the department ID, fund, program, class, and project indicated on the form

10. Total - The 'Corrected Amount' and 'Original Amount' columns must equal

Signatures:

1. Preparer & Extension – The name of the employee initiating the form and his or her campus phone extension

2. Department Approver – The signature of the Departmental Approver for the department that will be charged (Corrected Amount lines).

3. The departmental approver for the incorrect charge does not need to sign the form

4. Please work with incorrectly charged departments and share copies of submitted forms

5. Office of Sponsored Projects – Any corrections related to a project grant must be signed by the Office of Sponsored Projects

Final Processing:

1. Once the Departmental Approver and Office of Sponsored Projects (if applicable) have signed the form, please forward to Budget Services with the payroll distribution report and any other pertinent documentation attached

2. Budget Services will submit to Payroll to be entered on the next applicable payroll cycle

3. The Budget Services and Payroll offices do not require signatures outside of those outlined in the steps above. Please check with the budget manager of your division for internal signature requirements.

Miscellaneous Notes:

- No prior year adjustments can be processed. Current fiscal year only
- Fringe should be included
- Federal Work Study adjustments should be submitted on a payroll reallocation form; not the expenditure transfer form. Account code 723100 is treated as a personal services account code instead of supply & expense when associated with this process.
- The name and ADP ID fields at the top of the form are for the Employee the adjustment is related to; not the name of the person initiating the form. All signature fields are at the bottom of the form
- Account code should include six digit account code on payroll distribution report (Ex. 523100, 524100, 522100, etc.)

Verifying Payroll Reallocation After Processed:

- Run report titled '540 Payroll Report by Pay Run ID' in ADP Reporting
- Review filters on step 6 of reporting wizard
- Enter Pay Run ID on step 7 of reporting wizard
- Pay Run ID's located on payroll schedules on Human Resources website
- Report can be filtered on 'Comments' column to identify those lines associated with payroll reallocation adjustments
- Report can be filtered by employee name or ID to view all lines associated with pay run ID entered on step 7 of reporting wizard
- Payroll distribution report using department ID or employee ID will combine the regular pay and adjustments together making it difficult to separate the pay from the adjustments
- Payroll adjustments for a monthly employee may show on a biweekly payroll report or vice versa depending on the timing of entry by payroll