PAYROLL ADJUSTMENTS (PHAADJT) – Quick Steps

Standard Information for "ALL" types of Adjustments

*If adjusting an original event, the disposition must be 60 or higher.

*An adjustment does NOT alter leave balances. If the change also impacts leave, follow the Leave Adjustment process after leaving the PHAADJT screen.

*Sequence numbers are assigned by the system. The original event has a value of 0. Each subsequent transaction is incremented by 1.

*You can "Erase" an adjustment at any step prior to "Approve".

Payroll Adjustment Types:

V = Void
I = Reissue
M = Manual
J = Adjustment
D = Duplicate
PHAREDS - Redistribution

EXPLANATION OF TYPES:

Void--allows you to void/nullify a payroll transaction processed in error. The SPC will notify the State Treasurer's Office of the document number for any voided checks.

Reissue--automatically creates a void transaction on the original event, as well as a manual transaction to replace the original event. This option is used when a paycheck is lost in transit to the institution or destroyed before deposit or to replace a direct deposit that has been returned or rejected by the bank and issue a check to the employee instead. A different document number must be used and the voided transaction reported to the State Treasurer's Office.

Manual--allows you to generate a manual pay event for an employee who was not included on the original payroll run or to produce a replacement check after the original check has been voided.

Adjustment--allows you to produce a check for an employee who was <u>not paid enough</u> on the original pay cycle or refund a deduction that cannot wait for the next regular payroll run.

Duplicate--allows you to create a pay event transaction that is **identical** to a previous pay event (this action does not alter the original pay event). This option will be used only by SPC for replacement of any checks that are erroneously destroyed prior to distribution to institutions.

Erase—allows you to remove any change up to a certain disposition number. If you make an error in entry where it would be easier to start over or determine an error after the change has been entered, you can Erase the change.

Redistribution--allows you to alter the original labor distribution of an individual pay event. The action is "invisible" to the employee and only affects the HR/FINANCE systems regarding the labor distribution.
***There are no physical checks produced with this transaction.
***This option has been replaced with PHAREDS form.

After a transaction has been entered on PHAADJT, SPC must submit the same payroll jobs as required in the original payroll cycle. This will update the payroll history and move the dispositions to 70, as well as feed the pay event to the finance system and interfaces to state agencies.

Steps to enter a "Void" transaction

This adjustment process allows you to void/nullify a payroll transaction processed in error.

Examples of when this process would be used:
    Payment issued in error – Change Original Sequence
    Reverse a previous transaction – Change a subsequent Sequence Number

Disposition of the event to void must be at 60 or higher to use this process.

The change can be "Erased" at any point up until it has been "Approved". Once it has been "Approved", it must be "Voided" to remove it from the system.

1.   On the PHAADJT form, enter the employee id, year, pay id, pay no and sequence number (if adjusting the original event, enter 0). If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction.
2.   Select "Void" from the Adjustment Action drop down box.
3.   Enter the "History Date" field with the month/year in which the transaction should post on the **HR system**.
4.   The "Posting Override date" is the date that the transaction will post on the **finance system**. (this may differ from the history date).
5.   Click "Next Block" to access the Adjustment Detail section. This displays the requested transaction, including the Disposition Code; calculation and print methods used; and Gross and Net amounts entered and calculated. (Note: The Calc and Print methods cannot be changed for void transactions).
6.   Press the save button. The disposition changes to 47 (Pre-Balance Update), increments the Sequence Number by one, changes the Event Type to V – Voided, and shows the original Gross and Net amounts as negative.
7.   Perform the Rollback function.
8.   Select "Balance" from the Adjustment Action drop down list.
9.   Click next block to enter the Adjustment Detail section of the screen and then click on the Save icon to save the record. The disposition will change to 48 (Pre-Approve Update).
10.   Select "Approve" from the Adjustment Action drop down box.
11.   Click next block to enter the Adjustment Detail section of the screen and then click the Save icon to save the record. The disposition will change to 50 (Awaiting Update).
12.   Click on the Comments tab. Document the reason for voiding the check, and then save the change.
13.   For leave eligible employees, make necessary adjustments to leave balances using the Leave Adjustment procedures.
14.   If you have the original check, write VOID on the front and send it to the SPC.

The Shared Services Payroll Center will perform the necessary processes to complete the correction payroll.

Steps to enter a "Reissue" check

This adjustment process automatically Voids the original transaction and creates a new transaction like the original but with a new document number.

Examples of when this process would be used:
Replace a payroll check that has been lost or destroyed
Replace a direct deposit that was rejected by the financial institution with a paper check, or another direct deposit.

Disposition of the transaction to Reissue must be at 60 or higher to use this process.

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and sequence number. If you don't know the sequence number, use the drop down arrow next to the Sequence Number and select the payroll event you wish to reissue from PHILIST.
2. Select "Reissue" from the Adjustment Action drop down list.
3. Enter the "History Date" for the month/year in which the transaction will post on the **HR side**.
4. Enter the "Posting Override Date" in which the transaction will post on the **Finance side**. (this may differ from the "history date").
5. Press Next Block to move to the Adjustment Detail section.
6. Press the Save icon. The disposition will change to 47 (Pre-Balance Update).
7. Change the **Print** Method to "**Computer**" and save the record. The Disposition will change to 37 (Pre-Balance Check).
8. Click on the document tab. Place a check mark in the "Reissue" box. The following message will appear.
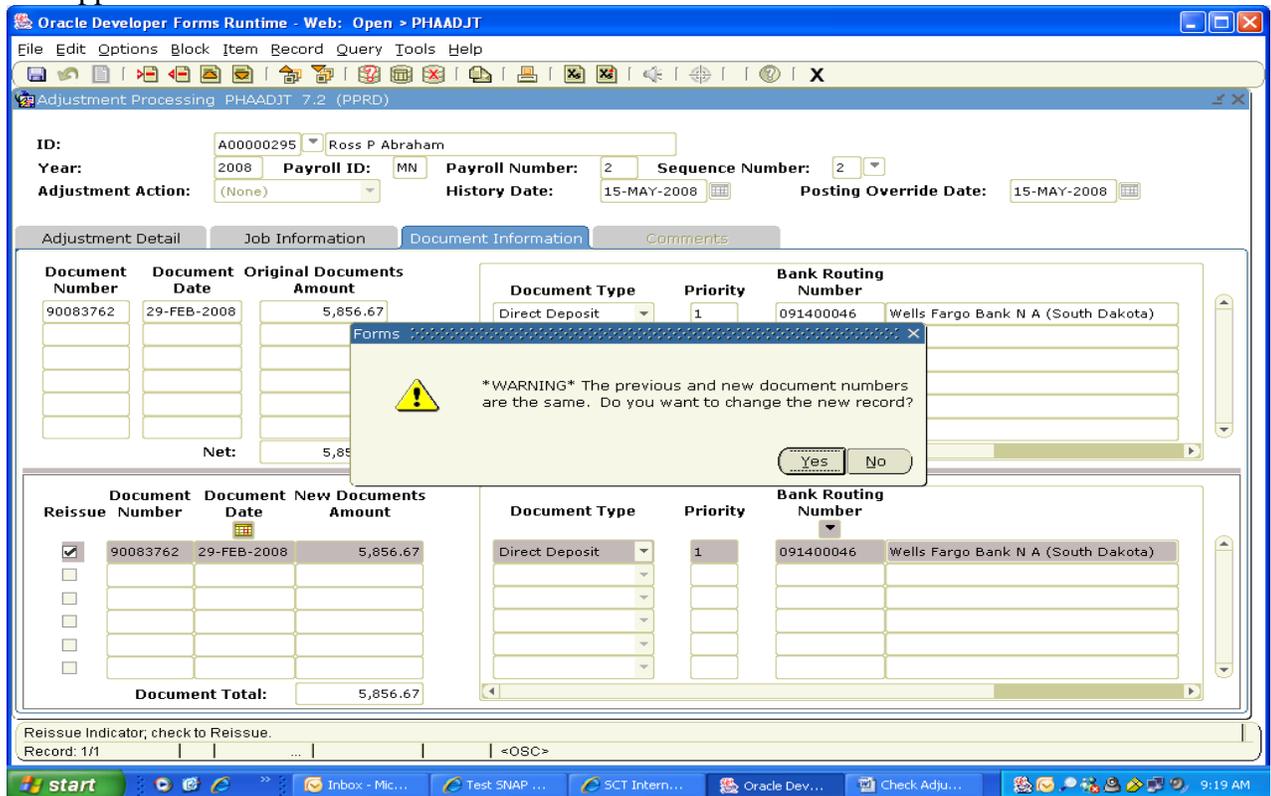
Press "No". At this point, you can change the Document Type to "Check", or change the Bank Routing Number. The correct bank information needs to be updated on GXADIRD prior to changing it on this screen.

9. Click on the Save icon.
10. Rollback to access the Adjustment Action list. Select "Balance", press next block and save the record. The Disposition will change to 38 (Pre-Approve Check).
11. Select "Approve" in the Adjustment Action list, press next block and save the record. The disposition will be at 40 (Awaiting Document).
12. Click on the Comments tab and document the reason for the correction. Press Save.
13. The SPC will notify the State Treasurer's Office of the check number voided. Follow the same institutional procedures for processing stop payments.

The Shared Services Payroll Center will perform the necessary processes to complete the correction payroll.

Steps to enter a Manual check
(Manually calculated and Computer printed)

This process allows you to generate a manual pay event for an employee who was not included on the original payroll run or to produce a replacement check after the original check has been voided. This process can also be used to refund a deduction to an employee.

Examples of when this process would be used:
> Employee was not paid and should have been
> Reissue payment for employee whose pay was voided in error and void has already been posted to Finance and reported to Pierre.
> Refund a deduction

There would be no pay record for this individual, so there would be no disposition on this record.

1. Access the PHAADJT form.
2. Enter the employee id, year, pay id, pay no and seq. number. If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction.
3. Select "Manual" from the Adjustment Action drop down field.
4. Enter the "History Date" for the month/year in which the transaction should post on the HR system.
5. The "Posting Override date" is the date in which the transaction will post on the Finance system (if date differs from history date).
6. Click Next block to access the adjustment detail. The disposition is 47 (Pre-Balance Update).
7. The calculate method will default to "manual".
8. Change the **print** method to "**computer**".
9. Enter the gross amount that has been manually calculated in "Entered Gross" field.
10. Enter the net amount that has been manually calculated in "Entered Net" field.
11. Save the record.
12. Click the Job Information tab.
13. Click on the drop down arrow and choose the employee's position/suffix. Save the record.
14. Select Earnings History (PHAHOUR) from the Options menu **ON THIS SCREEN**. (Accessing PHAHOUR in any other way will NOT give you the same results.)
15. On the PHAHOUR form, enter the earn code(s), hour(s), and/or amount(s)
16. If you need to change Labor Distribution from the default for this action, click Next Block to access the Time Distribution section of the form and manually override the appropriate fields.
17. Save the record and Press exit(X). This returns you to the Job Information tab
18. Select Deductions History (PHCDEDN) from the Options menu **ON THIS SCREEN**. (Accessing PDADEDN in any other way will NOT give you the same results.)
19. Enter all necessary employer and employee paid deduction amounts and applicable gross for each. Any deductions not entered will not be deducted.
20. Save the record and press exit. This returns you to the Job Information tab.
21. Press rollback to access the Adjustment Action list.
22. Adjustment Action – Select "Balance".
23. Press next block to access the Adjustment Detail section of the screen
24. Save the record. The disposition is now 38 (Pre-Approve Update).

25.   Adjustment Action – Select "Approve".
26.   Press next block to move to the Adjustment Detail section of the screen.
27.   Save the record. The disposition is 40. (Awaiting Document)
28.   Click on the Comments tab and document the reason for the correction. Save the record.

The Shared Services Payroll Center will perform the necessary processes to complete the correction payroll.

Steps to process an "Adjustment" check
(system calculated and printed)

This process allows you to produce a check for an employee who was <u>not paid enough</u> on the original pay cycle or refund a deduction that cannot wait for the next regular payroll run.

Disposition of the event to adjust must be at 60 or higher to use this process.

Leave records are not impacted by PHAADJT. Manually Adjust Leave for Leave Eligible Employees as needed after the PHAADJT changes have been entered.

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and seq. number. If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction.
2. Adjustment Action – Select "Adjust".
3. Enter the "History Date" for the month/year in which the transaction will post on the HR side.
4. The "Posting Override" date is the date that the transaction will post on the Finance side (if date differs from history date).
5. Press next block.
6. Change the **calculation** method and **print** method to "**<u>computer</u>**". (The Adjustment action can also be manually calculated, if necessary.)
7. Save the record.
8. Click the Job Information tab
9. Click on drop down arrow under "Position" and choose the employee's position/suffix. Save the record.
10. Select Earnings History (PHAHOUR) from the Options menu **ON THIS SCREEN**. (Accessing PHAHOUR in any other way will NOT give you the same results.)
11. On the PHAHOUR form, enter the earn code(s), hour(s), and/or amount(s).
12. If you need to change the Labor Distribution from the default for this action, click Next Block to access the Time Distribution section of the form and manually override the appropriate fields.
13. Save the record. Press exit(X). This takes you back to the Job Information tab.
14. Select Deductions History (PHCDEDN) from the Options menu **ON THIS SCREEN**. (Accessing PDADEDN in any other way will NOT give you the same results.)
15. Review the deductions. Use the Record Remove function to delete deductions not needed.
16. Save the record and press Exit. This takes you back to the Job Information tab
17. Press rollback.
18. Adjustment Action – Select "Balance". Press Next Block.
19. You will receive a warning message, "Out of balance, gross and net will be overlaid by Payroll calc". Click OK.
20. Press save. The disposition will be 28 (Pre-Approve Calc).
21. Adjustment Action – Select "Approve".
22. Press Next Block and save the record. The Disposition is 30 (Awaiting Calculation).
23. Press Next Block. Select Payroll Calculation from the Options list on this page.
24. A screen will momentarily appear stating that the "Payroll calculation is in process. Please Wait".

25. When the calculation is complete, the disposition will have changed to 40 (Awaiting Document).
26. Click on the Comments tab and document the reason for the correction and save.

The Shared Services Payroll Center will perform the necessary processes to complete the correction payroll.

Steps to enter a Manual check
(System calculated and printed)

This process allows you to generate a manual pay event for an employee who was not included on the original payroll run or to produce a replacement check after the original check has been voided.

Examples of when this process would be used:
> Employee was not paid and should have been
> Reissue payment for employee whose pay was voided in error and void has already been posted to Finance and reported to Pierre.

There would be no pay record for this individual, so there would be no disposition on this record.

Leave records are not impacted by PHAADJT. Manually Adjust Leave for Leave Eligible Employees as needed after the PHAADJT changes have been entered.

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and seq. number. If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction.
2. Adjustment Action – Select "Manual".
3. Enter the "history date" for the month/year in which the transaction should post on the HR side.
4. The "Posting Override" date is the date the transaction will post on the finance system (if date differs from the history date).
5. Press Next Block to access the adjustment detail.
6. Change the **calculate** method to "**computer**".
7. Change the **print** method to "**computer**".
8. Save the record. The disposition is 27 (Pre-Balance Update).
9. Click the Job Information tab.
10. Click on the drop down arrow under "Position". Choose the employee's position/suffix and save the record.
11. Select Earnings History (PHAHOUR) from the Options menu **ON THIS SCREEN**. (Accessing PHAHOUR in any other way will NOT give you the same results.)
12. On the PHAHOUR form, enter the earn code(s), hour(s) and/or amount(s).
13. If you need to change the Labor Distribution from the default for this action, click Next Block to access the Time Distribution section of the form and manually override the appropriate fields.
14. Save the record and press Exit(X). This takes you back to the Job Information tab.
15. Select Deductions History (PHCDEDN) from the Options menu **ON THIS SCREEN**. (Accessing PDADEDN in any other way will NOT give you the same results.)
16. Double check the deductions. Use the Record Remove function to delete deductions not needed.
17. Save the record and press Exit. This takes you back to the Job Information tab
18. Use the rollback function to access the Adjustment Action list
19. Adjustment Action – Select "Balance". Press Next Block.
20. You will receive a warning message, "Out of balance, gross/net will be overlaid by Payroll calc". Click OK.
21. Save the record again. The disposition will be 28 (Pre-Approve Calc).
22. Adjustment Action – Select "Approve".

23. Press Next Block and save the record.
24. The disposition is now at 30 (Awaiting Calculation).
25. Press Next Block. Select Payroll Calculation from the Options list on this page
26. A screen will momentarily appear stating that the "Payroll calculation is in process. Please Wait".
27. When the calculation is complete, the disposition will be at 40 (Awaiting Document).
28. Click on the Comments tab and document the reason for the correction and save.

The Shared Services Payroll Center will perform the necessary processes to complete the correction payroll.

Steps to enter a "Duplicate" check

***This adjustment does NOT alter the original event, including the document number. Therefore **this process will be used ONLY by the SPC** to replace a check if it is inadvertently destroyed prior to being sent to the institutions.

This adjustment should ONLY be used if the check cannot be reprinted using Evisions.

This adjustment voids the original transaction and creates a new identical transaction using the same document numbers and dates.

1. On the PHAADJT form, enter the employee id, year, pay id, pay no and seq. number. If sequence number is not known, use the drop down arrow next to Sequence Number to show PHILIST, then select the desired transaction.
2. Adjustment Action – Select "Duplicate".
3. Fill out the pop up window for the payroll in which you are duplicating. Press enter.
4. Enter the "History Date" for the month/year of the original transaction.
5. The "Posting Override date" should be the same as the original transaction date in this case.
6. Press Next Block to access the Adjustment Detail section of the screen and save the record. Disposition is now 47 (Pre-Balance Update).
7. For this adjustment, always use **computer calculation** and **computer print**. Select those on the Adjustment Detail tab and save the record. The disposition will change to 27 (Pre-Balance Calculate).
8. Select the Document Information tab and enter the SAME Document Number and Document Date as the original document. Priority should be 1. Save the record.
9. Use the Rollback function to access the Adjustment Action list
10. Select "Balance" from the drop down list, press Next Block and save the record. The disposition is at 28 (Pre-Approve Calc).
11. Adjustment Action – Select "Approve", press Next Block and save the record. The disposition is 30 (Awaiting Calc).
12. Click Next Block.
13. Select Payroll Calculation from the Options menu on this screen.
14. A message block appears momentarily that states that the calculation is "In Process Please Wait".
15. When the calculation is complete, the disposition will be at 40 (Awaiting Document).
16. Click on the Comments tab and document the reason for the correction and save.

The Shared Services Payroll Center will perform the necessary processes to complete the correction payroll.

Steps to "Erase" an Adjustment

This function allows you to remove an adjustment prior to reaching a specific disposition. If you make an error in data entry and determine that it would be easier to start over, you can "Erase" the correction.

NOTE: PHAADJT cannot be erased if the Disposition is greater than 48, and PHAREDS cannot be erased if the Disposition is at 60.

1.   On the PHAADJT form, enter the employee id, year, pay id, pay no and sequence number of the adjustment you want to erase. If you don't know what the sequence number is, you can click on the search button to access PHILIST and select the desired number.
Note: You can also begin the Erase function at any point while entering the adjustment. Just use the Rollback function to access the Adjustment Action field.
2.   Adjustment Action – Select "Erase".
3.   Press Next block to access the adjustment detail screen.
4.   Save the record.
5.   The Disposition reverts to its original disposition before the adjustment was begun and the adjustment transaction is removed from PHILIST.
6.   You are now ready to restart the adjustment if you need to.