Adjustment Voucher Approval Process

- **Record Number**: Compare the record number at the top of the adjustment voucher to the record number(s) down on the earnings lines.
  - The system will only recognize the record number at the top and the paycheck will be processed with that number as well.
  - All workstudy job records must be processed separately.
  - If the adjustment voucher was created on an incorrect record number, you will need to delete this transaction and re-enter.

- **Comments**: Review the comments section to determine why the adjustment is being processed.

- **Charge/No Charge**
  - Verify this is appropriately selected. Modify as needed.

- **Earnings Info Review**:
  - **Voucher Summary- Job Data**
    - If adjusting regular pay for a prior pay period, verify that job data reflects the change to support the transaction.
  - **Voucher Summary- Contract Data (Monthly)**
    - If CRT/CRS, verify earnings dates are valid for contract period.
  - **Voucher Summary- Contract Pay Balances (Monthly)**
    - If CRT/CRS, make sure contract ID and sequence number is valid so goal amount on Contract Pay Detail will update if contract is still active. Contract payments (CRT/CRS) must have a job, contract, and contract payment details record to produce payments.
      - If the payment is retro and the contract period is over, the system will not build the additional pay record. They will have to use contract ID and sequence =0 to process the payment.
      - If you need to move contract amounts to different employee record numbers or correct payments that were already made, see instructions for Correcting Contract Payments.
  - **Voucher Summary- Additional Pay Data**
    - If additional pay earn code, verify that Addl Seq number is correct. Review dates carefully. If dates are in current month, verify that addtl pay is not on current payline to avoid double payment.
    - Temp Pay Codes: To pay retroactive temp pay (TP4, TP5, etc) without regular hours, you must use the TPR (retro) code and enter the amount instead of hours.
      - Biweekly: Temporary pay codes are based on hours worked in the employee’s regular pay and only produce payments if the transaction includes regular hours, therefore you must use a retro code (TPR).
      - Biweekly: If the employee had overtime hours in the same week, those hours need to be included in the temp pay amount.
      - Monthly: Temporary pay codes are based on salary and only produce payments if the transaction includes salary, therefore you must use an adjustment code (TPE).
  - **Voucher Summary- Paycheck Data**
    - Verify that any earn code with negative hours or amount was actually on the original paycheck data during that pay period.
    - Verify that the earn codes are the same ones used on the original payment.
    - Verify the pay period end date is correct for the adjustment transaction.
- Review paycheck data to be sure this adjustment is appropriate (correct earn code, dates, hasn’t already been paid, etc.).

- **Voucher Summary- Workstudy**
  - If workstudy earnings are on the adjustment voucher, verify earnings do not exceed workstudy limit.

- **FLSA Pay Data Link**: The link will be displayed on each earnings section that is subject to FLSA processing (biweekly/hourly). Click the link to verify earn code detail. This screen will display all transactions that have been processed for this ID and pay week.
  - Review the transaction to see if it will change NEP, NEC, OVT or CPE hours based on overtime policy
  - If amount is negative and will reduce pay (including ABE, ABS, AFL, etc), be sure original check date was in current tax year. If not, adjustment will need to be processed as an overpayment. The November payment is the last period in the tax year that you can deduct overpaid amounts using the adjustment voucher.

- **Earn Codes with Special Processing:**
  - Absent codes: Be extremely careful when approving ABE, ABS, AFL, AWB, etc. earn codes. **Remember that NEGATIVE hours on absent codes will produce a payment.** Negative hours imply you want to remove absent hours that were previously charged and pay regular earnings.
  - Retro Earn Codes: We only use retro earn codes for biweekly/hourly pay groups when the employee has a pay rate change and you need to re-pay the same hours to produce a payment for the difference. The retro codes will guarantee we don’t re-count the hours and inflate total hours by ID for special processes.
  - Benefit hour adjustment codes: These codes are only to be used to correct balances due to an issue like old balances carried over or when BWPs transfer vacation to sick. These are not used very often.

- **Gross Up box:**
  - The ‘gross up’ box is only displayed for additional pay earn codes and has restricted use. It should only be used in off-cycle payrolls. The most common approved reasons are (ALW) for cell equipment reimbursement and (AWD) awards. Other situations should be verified with the submitter. The tax area also uses ‘gross up’ on non-cash fringe codes in some situations. Reference: **Gross Up SOP**.

- **End of Year Adjustments**: If amount is negative and will reduce pay (including ABE, ABS, AFL, etc), be sure original check date was in current tax year. If not, adjustment will need to be processed as an overpayment. The November payment is the last period in the tax year that you can deduct overpaid amounts using the adjustment voucher.

After you have verified the information and are ready to create the paysheet, open the “comments” section on the adjustment voucher and add your initials indicating your approval (BL & IN Only). Add any comments that will help clarify any problems encountered and save the adjustment voucher. This will add your userid to the document.

- **What to do when an adjustment voucher is not needed (after the paysheet has been created):**
  - Pull up the adjustment voucher, change the hours or amount to .01 and SAVE.
  - Go to the adjustment payline and delete the ‘other earnings’ line that includes the earn code and amount. Leave the record marked ‘okay to pay’ and SAVE.
  - When we start the payroll, the adjustment voucher with .01 and the payline w/o earnings or hours is our indication that we can delete the transaction.