

Payroll Correction Page

Policy

Corrections to previously posted payroll transactions may be submitted, approved and posted as of the current date. Payroll transactions are presumed to have been approved on the "front end" and supported by timesheets, Principal Investigator certifications, and other written documentation.

Corrections should only be made to address errors that occurred in posting, or to adjust based on subsequent information that was not available as of the posting of the original transaction. Corrections submitted on or after 90 days from the original payroll transaction must be approved and supported by written permission from the mission Vice President (VP) or his or her designee. A copy of the VP approval is to be retained at the departmental level along with other supporting documentation for the correction.

Discussion

While payroll corrections are sometimes necessary, it is important to note that they cannot usually be processed in the same accounting period in which the original transaction occurred. Usually, the original accounting period, or fiscal year, will be closed. Audits, billing and other processes will have likely been based upon the originally posted transaction. For that reason, any correction to a previously posted payroll transaction must be posted in the current accounting period.

Payroll corrections may only be submitted through a custom "Payroll Correction Form" that may be accessed from the CUBS home page. This form requires employee id, journal id, and chartfield string

information on a transaction-by-transaction basis. Submitted payroll correction (PRC) transactions are loaded to CUBS Financials for approval nightly. Individuals with approval status for PRC transactions must have sufficient knowledge of the reason for the correction, and, if necessary, must verify that mission VP approval has been obtained for corrections occurring 90 days on or after the original payroll transaction.

Learning Objectives

- Access the Payroll Correction Page (PRC)
- Enter the payroll distribution corrections
- Submit the Correction

The payroll correction form allows departmental personnel to enter payroll distribution corrections based on the detail payroll report.

The detail payroll report can be obtained by going to the P drive, double-click on the PPLSOFT folder, double-click on the Payroll Detail folder, double-click on the appropriate budget center folder, double-click on the appropriate period number (July is period 1, August is period 2, etc.), then double click on the appropriate department number.

Payroll Correction Location

Go to the CUBS home page:

http://www.clemson.edu/ccit/software_applications/applications/cubs/

Click on the above link to open FPPRD:

CUBS Welcome















CUBS (Clemson University Business Systems) provides implementation and maintenance support for strategic administrative applications at Clemson. The core systems include Financials, Human Resources, Payroll, and Data Warehousing/Reporting.

CUBS customers include the University's Business Offices, including the Registrar's Office, Controller's Office, Human Resources, Payroll, etc. We provide technical support for the systems themselves with functional support for users. Our overall goal is to provide systems that enable smooth, seamless administrative support for the teaching, learning, and research efforts of Clemson University.

We provide application guidance, though leadership, maintenance, and support in accordance with the University's goals and mission. These take the form of:

- Long term application planning and strategy
- Application knowledge and expertise
- Project management
- Training / job aid documentation production
- Application maintenance
- Application support

Quick Links

- **FPPRD** 
- FPPRD 
- BUSDWH 
- CU buyWay\$ 
- CU Invoices View  *
- Chart Of Accounts 
- Expense Reimbursement 
- Financial Forms
- Finance Closing Schedule Page 
- FYE 2013 Deadlines Download 
- FY 2013 Closing Schedule Download 
- HR Forms 
- HR Self Service 
- My Leave 
- Request for Service 

The Payroll Correction page is located under the CU CUSTOM menu item:



Menu
▷ My Favorites
▽ CU CUSTOM
▷ CU Facilities Billing
▷ P-Card
▷ Restrictions
▷ Accounts Payable
▷ CU-Business/Security
Processes
▷ Self-Serve
▷ Billing and Receivables
▷ CU Custom
▷ CU Projects
▷ General Ledger
- CU Payroll Corrections
- CU web invoice
- CURF Web Invoice

Enter the appropriate search information:

CU_PRC

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Run ID:	begins with	<input type="text"/>
Journal ID:	begins with	<input type="text"/>
Journal Date:	=	<input type="text"/>
EmplID:	begins with	<input type="text"/>
Account:	begins with	<input type="text"/>
Program Code:	begins with	<input type="text"/>
Class Field:	begins with	<input type="text"/>
Department:	begins with	<input type="text"/>
Project:	begins with	<input type="text"/>
Monetary Amount:	=	<input type="text"/>
Description:	begins with	<input type="text"/>

[Basic Search](#) [Save Search Criteria](#)

The PRC Data Entry Page

BU CU Original Journal HRP2805OEL 03/01/2013
 *Journal Source PRC EmplID 037208
 *Descr

Account	Fund	Program	Dept	Class	Project	Monetary Amount
5001	15	602	2805	130	1500998	2701.30

New Journal Information								Payroll Correction Lines 1 of 1 Last	
Account	Fund	*Program	Dept	*Class	*Project	*Amount			
1 5001	15	602	2805	130	1500998		+	-	

Principal Investigator _____ Department Chair _____
 Date _____ Date _____

The Header:

BU CU Original Journal HRP2805OEL 03/01/2013
 *Journal Source PRC EmplID 037208
 *Descr

Account	Fund	Program	Dept	Class	Project	Monetary Amount
5001	15	602	2805	130	1500998	2701.30

- Shows original chart-field information.

The Journal ID:

BU CU Original Journal HRP2805OEL 03/01/2013

Journal Source PRC EmplID 037208

*Descr

Account	Fund	Program	Dept	Class	Project	Monetary Amount
5001	15	602	2805	130	1500998	2701.30

New Journal Information Customize | Find | Payroll Correction Lines 1 of 1 Last

Account	Fund	*Program	Dept	*Class	*Project	*Amount		
1 5001	15	602 <input type="text"/>	2805 <input type="text"/>	130 <input type="text"/>	1500998 <input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Principal Investigator

Department Chair

Date

Date

- Enter the Journal ID number for the payroll correction.
- Note that “PRC” is already at the beginning of the journal.
- The rest of the journal ID will be the department number for the correction followed by a sequence number.

Example: PRC5308001 – 5308 is the department number; 001 is the sequence number assigned by the user. The next journal ID for the same department would be PRC5308002 and so on. If a sequence number and department number is duplicated on the same date, the system will issue an error.

The Description:

BU CU Original Journal HRP2805OEL 03/01/2013
 *Journal PRC Source PRC EmplID 037208
 *Descr To Correct Journal ID HRP2805OEL for 2013-03-01, Run Control ID OEL, Emplid 037208

- You may append extra wording to the end of the description. DO NOT overwrite the defaulted text.

New Distributions:

BU CU Original Journal HRP2805OEL 03/01/2013
 *Journal PRC Source PRC EmplID 037208
 *Descr To Correct Journal ID HRP2805OEL for 2013-03-01, Run Control ID OEL, Emplid 037208

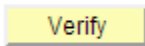
Account	Fund	Program	Dept	Class	Project	Monetary Amount
5001	15	602	2805	130	1500998	2701.30

New Journal Information							Customize	Find	Payroll Correction Lines	
Account	Fund	*Program	Dept	*Class	*Project	*Amount			1 of 1	Last
1 5001	15	602 <input type="text"/>	2805 <input type="text"/>	130 <input type="text"/>	1500998 <input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

- Click on the + or – buttons to add or delete lines.
- Click on the magnifying glass by each field to look up valid values.
- The fund will change to match the project.
- The amounts must add up to equal the original monetary amount or an error will be issued at verification.

Verification/Submission:

- After the distributions have been added click the “Verify” button.



- Reversing lines for the original journal will be added.
- Fringe lines will be added.

New Journal Information							
	Account	Fund	*Program	Dept	*Class	*Project	*Amount
1	5001	15	602	2805	130	1500998	-2701.30
2	5221	15	602	2805	130	1500998	-869.82
3	5221	15	602	2808	130	1500998	451.22
4	5221	15	602	2805	130	1500998	418.60
5	5001	15	602	2805	130	1500998	1300.00
6	5001	15	602	2808	130	1500998	1401.30

- All lines are now read-only. If modifications must be made it is necessary to click the “Return to Search” button and re-select the entry.
- If no modifications are necessary and the correction is ready for submission, click the “Submit” button:

Account	Fund	Program	Dept	Class	Project	Monetary Amount
5001	15	602	2805	130	1500998	2701.30

New Journal Information							
Account	Fund	*Program	Dept	*Class	*Project	*Amount	
1 5001	15	602	2805	130	1500998	-2701.30	
2 5221	15	602	2805	130	1500998	-869.82	
3 5221	15	602	2808	130	1500998	451.22	
4 5221	15	602	2805	130	1500998	418.60	
5 5001	15	602	2805	130	1500998	1300.00	
6 5001	15	602	2808	130	1500998	1401.30	



- A message will appear:

Are you sure you want to submit this transaction? (19,81)

Yes	No
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- Click “Yes” to submit the transaction. Clicking “No” will return to the PRC page without submitting the entry. It will be necessary to click on the “Return to Search” button to re-select the entry for correction.

Notes:

If the journal is more than 90 days old you will receive a warning that VP approval is necessary:

New Journal Information								Payroll Correction Lines	
Account	Fund	*Program	Dept	*Class	*Project	*Amount			
1 5001	15	602	2805	130	1500998			+	-

Warning

This journal is more than 90 days old and must be approved at the appropriate VP level.

There is a verification/approval area at the bottom of the page if approval is necessary. Print the page through your browser menu or Ctrl-P:

BU CU Original Journal HRP2805OHL 04/12/2013

*Journal Source PRC EmplID 037208

*Descr

Account	Fund	Program	Dept	Class	Project	Monetary Amount
5001	15	602	2805	130	1500998	2701.30

New Journal Information								Payroll Correction Lines	
Account	Fund	*Program	Dept	*Class	*Project	*Amount			
1 5001	15	602	2805	130	1500998			+	-

_____ Principal Investigator	_____ Department Chair
_____ Date	_____ Date