



# Payroll Corrections

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Purpose: To correct salary paid from an incorrect account retroactively.

- Actions to Follow:
  1. Do EPA, (Document Type (03), Change of Source Funds) to reflect correct accounts.
  2. Use EPA to guide you through completing the Payroll Correction Form, AG-201
  3. Submit to Payroll via Laserfiche.
  4. Payroll processes corrections on a biweekly payroll in BPP to correct amounts in FAMIS.

# Payroll Corrections

- Example: Source Change Effective 12/1/2008 for Monthly Employee:

FTE Monthly/Hourly Rate:	\$3,062.51	Budgeted Salary:	\$36,751.00
Previous Monthly/Hourly Rate:	\$3,062.51	Previous Budgeted Sal:	\$36,750.12
Salary Action:	Blank - none	Pay Type:	Normal

The document was validated and net funding was generated successfully.

Funding Source Lines										
Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eft	MSD/SP Flags	Monthly Pay Bud. Salary		
1	7360 - POSTDOC RES ASSOC	09/01/2008 to 11/30/2008	TA - 503680-92070 EUBANKS - NSF/ANT INVASIONS 1315 Sal-Rsrch-Professional	1500		100.00%	O/	\$3,062.51 \$9,188.00	Edit	Replicate Delete
2	7360 - POSTDOC RES ASSOC	12/01/2008 to 08/31/2009	TA - 499999-00000 RF PAYROLL ACCOUNT 1315 Sal-Rsrch-Professional	1400		100.00%	O/	\$3,062.51 \$27,563.00	Edit	Replicate Delete

Net Funding The document was validated and net funding was generated successfully.									
Line	Campus	Source Account	Rqmt/Sav. Account	Type	Annual Net Amount estimate	Iter Eff Date Net Amt	Future Net Amt	Past/Corr Net Amt	
1	TA	503680-92070-1101 EUBANKS - NSF/ANT INVASIONS	503680-92070-1101 EUBANKS - NSF/ANT INVASIONS	Salary Benefits Longevity	(\$27,563)	(\$27,562.59) (\$8,916.63) \$0.00	(\$24,500.08) (\$7,925.90) \$0.00	(\$3,062.51)	Edit
2	TA	499999-00000-1102 RF PAYROLL ACCOUNT	499999-00000-1102 RF PAYROLL ACCOUNT	Salary Benefits Longevity	\$27,563	\$27,562.59 \$8,916.63 \$0.00	\$24,500.08 \$7,925.90 \$0.00	\$3,062.51*	Edit

\* Manual Payroll Correction Will Be Required



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- Using the EPA's Net Funding you can easily complete the Payroll Correction Form.
  - *Note: The EPA generates the net funding for **PRIOR** months only.*
  - In our example, the EPA was done in early January, and reflected a 12/1/08 effective date. The dollar amounts are reflected correctly in the Net Funding.
  - If the EPA would have been completed in late January, AFTER the payroll has run, the Net Funding would not be correct; as it would only include the December dollar amounts and not include the January dollar amounts.

# Payroll Corrections

WORK STN = A (SEQ = 961)  
 VOUCHER NBR = 4440 PAY TYPE = B  
 PART = 06 BP5043-01

TEXAS AGRILIFE RSRCH  
 BUDGET/PAYROLL/PERSONNEL SYSTEM  
 A15R003 PAYROLL VOUCHER DETAIL FOR PAYROLL PAID 01/02/2009

PAGE 961 A  
 DATE 12/16/2008  
 PVDSEQ

FUND NBR = 500 FEDERAL RESTRICTED ACTG ANAL KEY = 1500 APPR NO = ACCOUNT = 503680

ADLOC	CHK DIST	PIN	UIN	NAME		NSF						
ORG PD	FROM	THRU	PC	PAY NTF		PAYMENT DEDUCT	COVERED WAGE	EMPR PAY	DED TYP	PAYMENT OR DEDUCT	COVERED WAGE	EMPR PAY
S-A	ACTG ANAL	OBJ	P-ID	RATE	HRS	GROSS PAY						
TLCD	TITLE	BWC	POS%	SRC%	NET PAY							
06111208	06	111208	A05142	618009999	AGGIE GOODA	39.58	2,729.57		DASI	169.23	2,729.57	
	01-02-2009	12-01-2008	12-31-2008	E		203.66	3,062.51	201.51	FIT	222.19		
	92070	1500	1315	A	3,062.51	.00	253.40	536.27	D-03	57.54		
	7360	POSTDOC RES ASSOC	B	100.00	100.00	2,034.91		2.85	PK-M	22.00		
							60.00		UCI	.00	3,062.51	3.06
							.00	3,062.51	7.66	HL-T	.00	310.94
							.00	3,062.51	15.31	PK-T	.00	22.00
							.00		15.26	FICA	.00	208.81

\* ACCOUNT RECAP \*

TOTAL SALARIES AND WAGES		3,062.51	
TOTAL SALARIES		3,062.51	
TOTAL WAGES		.00	
FORT DEARBORN LIFE INS CO-TX	BL	2.85	BL
EMPLOYER FICA	FICA	208.81	FICA
LEAVE ACCRUAL	LEAV	15.31	LEAV
UNEMPLOYMENT INSURANCE	UCI	3.06	UCI
WCI CHARGES	WCI	7.66	WCI
MEDICAL INSURANCE	MED	536.27	MED
OPTIONAL RETIREMENT PRG	ORP	201.51	ORP
ACCOUNT GROSS		4,037.98	



**Do NOT use the account total that includes FRINGE!**

# Payroll Corrections

## Incorrect Account Charged:

Part	Account	Support Account (project number)	Accounting Analysis	Object Class Code	Gross Salary Amount
06	503680	92070	1500	1315	\$3,062.51

## Correct Account To Be Charged:

Part	Account	Support Account (project number)	Accounting Analysis	Object Class Code	Gross Salary Amount
06	499999	00000	1400	1315	\$3,062.51

## Detailed Breakdown of Payroll Incorrectly Charged:

Paydate	Voucher # (FAMIS Ref #2)	Employee Name	UIN	Gross Salary Amount
01/02/2009	4440	Aggie, Good A.	618-00-9999	\$3,062.51

**Total:** \$3,062.51

Reason / Justification for Payroll Correction(s): Mr. Aggie's services on the XYZ Project were needed. Funding for the grant was delayed, but Mr. Aggie was written into the award and was working on the project. He should have been charged there initially.

Copies of voucher detail are required to be attached to the correction form.

# Payroll Corrections

- ❖ The completed EPA# is required on a payroll correction, but you do not need to attach a paper copy of the EPA.




AG-201-Pay  
Rev: 3/2008

## Payroll Correction Request Form

A-Pin (Employee of Texas AgriLife Research)       X-Pin (Employee of Texas AgriLife Extension Service)

To: Payroll Preferred Delivery Method: Drop in WIP-Payroll Folder

From: \_\_\_\_\_ (Department)  Date: \_\_\_\_\_  
Completed EPA #: \_\_\_\_\_

Please correct the following expenditure(s) as indicated. The expenditure(s) was/were incurred for the benefit of account \_\_\_\_\_ and should have been charged there initially. An EPA has been processed reflecting this change. Part / Account

### Incorrect Account Charged:

Part	Account	Support Account (project number)	Accounting Analysis	Object Class Code	Gross Salary Amount
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# Payroll Corrections - Tips

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- The total gross salary dollar amount will be the same in all there sections: Incorrect Account Charged, Correct Account to Be Charged, and Detailed Breakdown of Payroll Incorrectly Charged
- Make sure that you include the voucher detail showing the charges to the incorrect account.
- You can list multiple payrolls on the same correction form if the account information is the same.



# Payroll Corrections - Tips

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- If an employee has received a salary increase your EPA to change the funding cannot be effective prior to the salary increase.
  - Example: An employee gets a salary increase effective 02/01/09, but you want to process salary corrections all the way back to 12/01/08.
    - You will make the EPA effective 02/01/09 (the effective date of the salary increase) and then in the justification you will include “Payroll corrections need to be processed back to 12/01/08; cannot process EPA prior to 02/01/09 because of salary increase”.
    - You can now include these additional months on your AG-201 Payroll Corrections form.