INFORMATION TECHNOLOGY SERVICES

Enter HR Expense Adjustment —Non-Approver

Overview

The HR Expense Adjustment process is used to correct funding for salary expenses that appear on LCD reports. This business process guide demonstrates how to create, edit or cancel an expense adjustment, and how to view your previously entered HR expense adjustments.

Once an approved expense adjustment is in the Financial Transaction Services (FTS) database, a nightly process runs to move the data into PeopleSoft Finance and it cannot be changed. This means you must be certain that the change you are entering is correct and appropriate. You can edit or cancel your expense adjustments throughout the day; however, **after 6:00 p.m. when the nightly job runs, all approved adjustments submitted will be processed and are final**.

If you find yourself correcting funding every month for the same employee, you should view your LCD Setup Audit to verify that the employee's funding and position information are correct. If the employee is not setup correctly, submit an Employee Profile form to the University Budget Office or Human Resources, as appropriate.

You will only be able to make expense adjustments based on your security access. For example, if you work in department 1221 and want to make an expense adjustment moving a charge to department 1499, you must have access to both departments. If you do not have security access for a particular expense adjustment, send the adjustment information to your Dean's office or IPAR to enter the adjustment.

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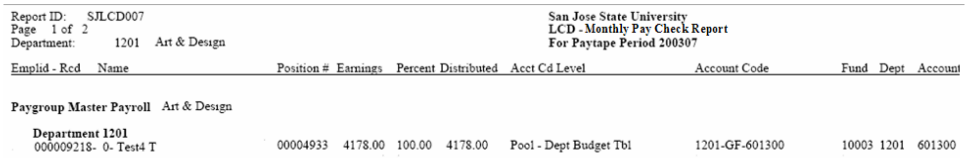
Create an Expense Adjustment

This section demonstrates how to create an expense adjustment.

The LCD Monthly Pay Check Report displays.

Note: Prior to entering HR expense adjustments, you must obtain this report.

1. Login to SJSU @ Work and navigate to **SJSU Human Resources > Payroll for North America > CSU Labor Distribution > Monthly Pay Check Report.**
2. View information on your **Monthly Pay Check Report**.



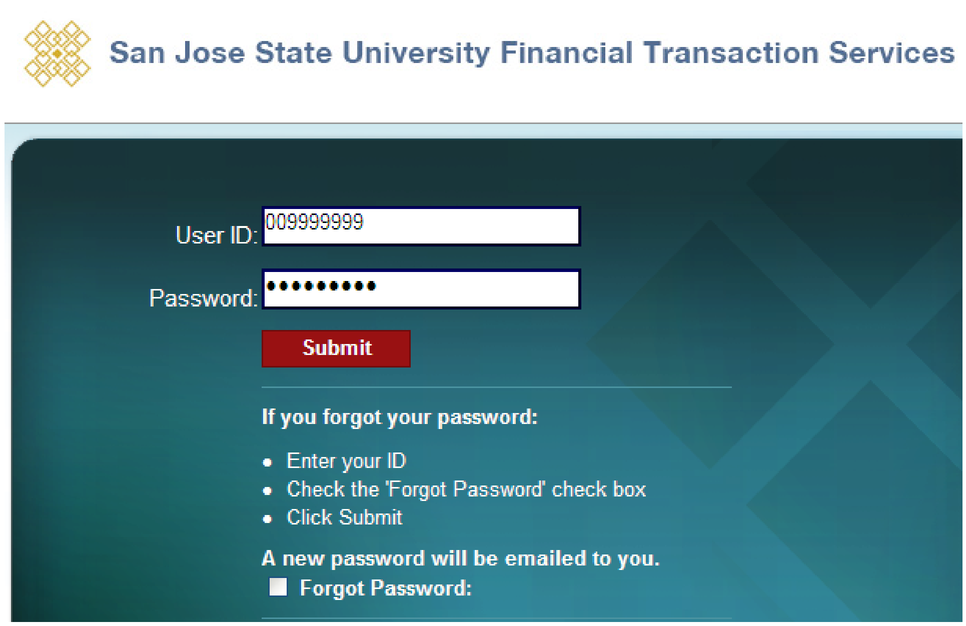
Report ID: SJLCD007
Page 1 of 2
Department: 1201 Art & Design

San Jose State University
LCD - Monthly Pay Check Report
For Paytape Period 200307

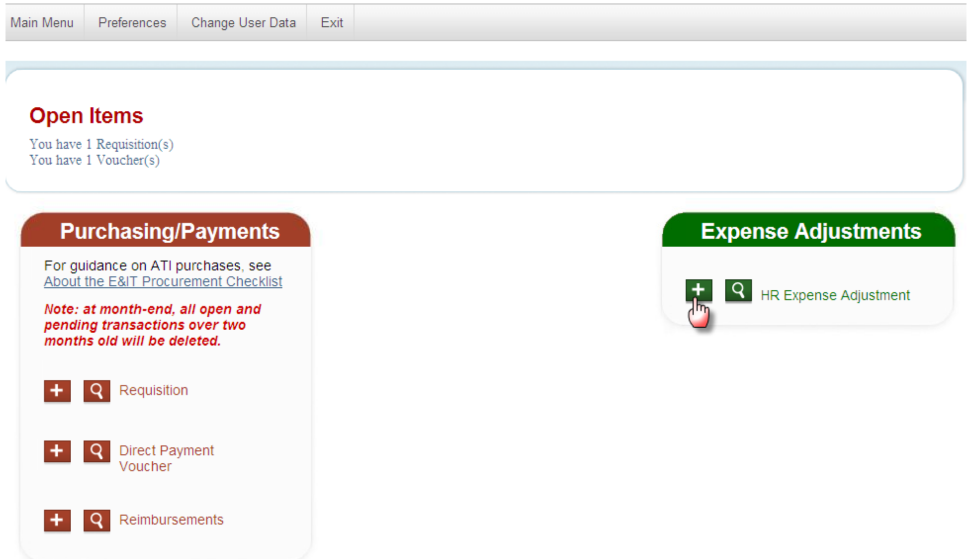
Emplid - Rcd	Name	Position #	Earnings	Percent	Distributed	Acct Cd Level	Account Code	Fund	Dept	Account
Paygroup Master Payroll	Art & Design									
Department 1201										
000009218- 0-	Test4 T	00004933	4178.00	100.00	4178.00	Pool - Dept Budget Tbl	1201-GF-601300	10003	1201	601300

The Financial Transaction Services login page displays.

3. Navigate to [Financial Transaction Services](https://fts.sjsu.edu) (https://fts.sjsu.edu).
4. Enter your **User ID** and **Password**.
5. Click the **Submit** button.



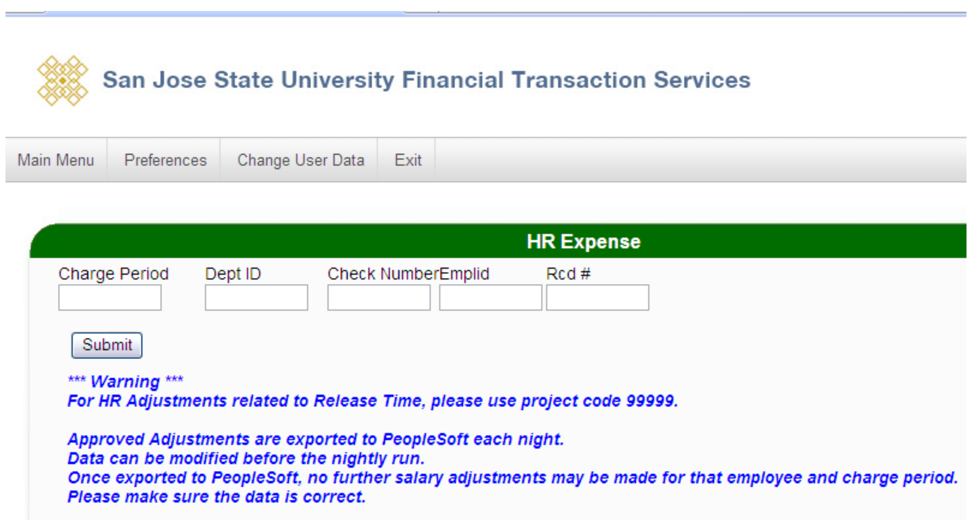
The Main Menu displays.



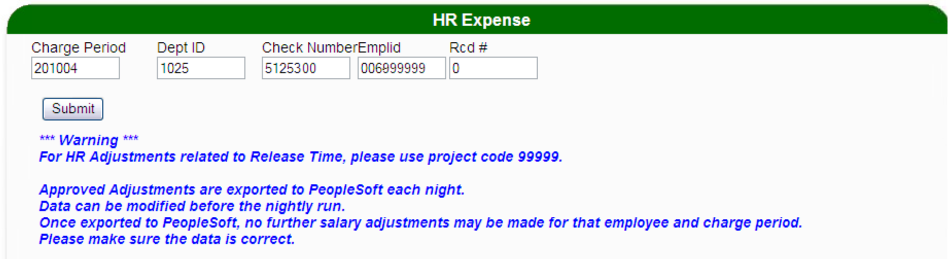
6. Under the **Expense Adjustments** section, select the **Add [+] button**.

The HR Expense Adjustment page displays a warning message.

Notes: This is an important warning message. It explains that you can modify expense adjustments entered throughout the day. After the nightly job runs to process these entries, the expense adjustments are final and cannot be changed the next day or at any other time in the future.



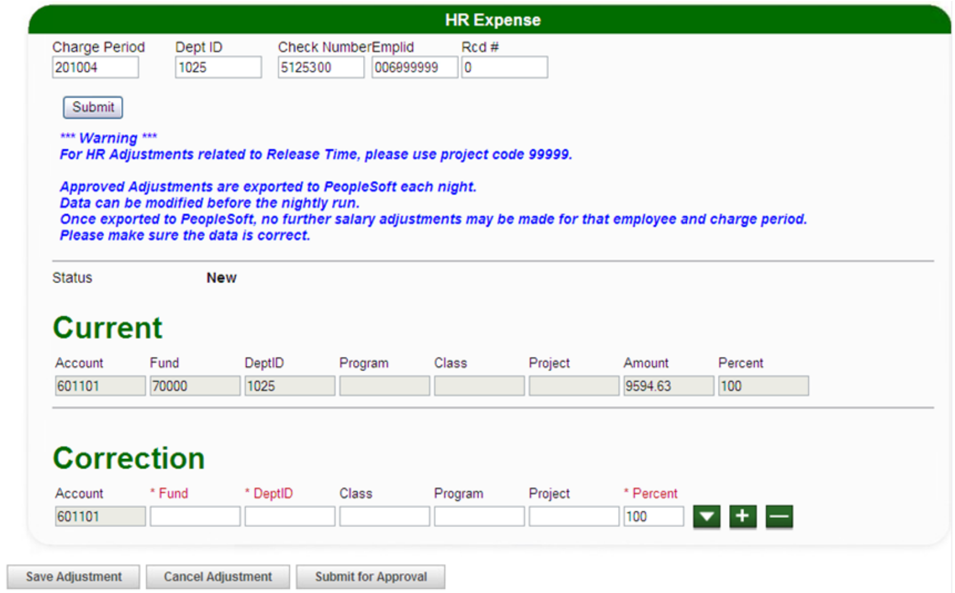
The HR Expense Adjustment page displays.



7. Use data from your LCD Monthly Pay Check Report to enter requested information:
   - **Charge Period:** Enter the Charge Period for the check (found on the right side of your report next to the check number).
   - **DeptID:** Enter the four-digit DeptID the check was issued from.
   - **Check Number:** Enter the check number (found on the right of the report).
   - **Rcd #:** Enter the employee's record number.
8. Click the **Submit** button.

Funding information displays in the Current row.

9. Review data in **Current row**. (See field descriptions below).
10. Scroll down to view **Correction** row.

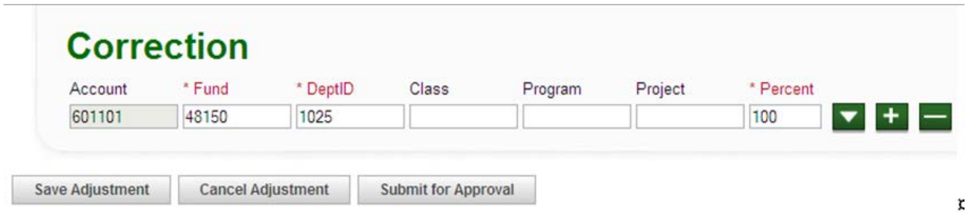


Field Description List: Current Row Fields (above)

Field Name	Description
Account	The account where the salary expenditure was charged.
Fund	The fund charged to pay the employee salary expense.
DeptID	The department charged for the employee salary expense.
Class, Program, Project	These are used to further break down the fund the employee is paid from.
Amount	The amount of the check.
Percent	The percentage of the check that was funded from the row of data.

The Correction row displays.

11. Enter data in the **Correction** row. (See field descriptions below).

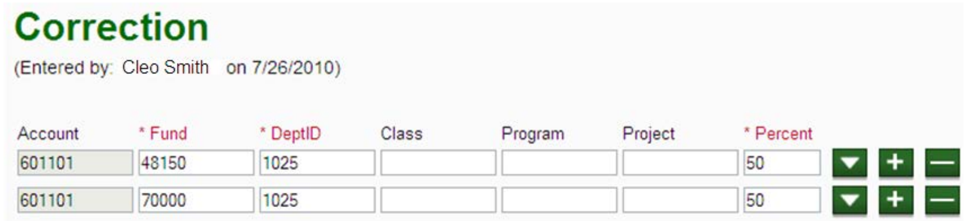


Field Description List: Correction Row Fields (above)

Field Name	Description
Account	This defaults from the original charge. This cannot be changed unless you are moving a work-study student account, 602001 and 602002, to a student assistant account 601303.
DeptID	Enter the new department number to be charged. If there is no change to the department number, enter the existing department number. You must have security access to choose a department other than your own. If you do not have access, you will not be able to perform the expense adjustment.
Fund	Enter the new fund number to be charged. If there is no change to the fund, enter the existing number.
Class, Program, Project (optional)	If you require these fields, then enter the numbers for the program, project and/or class to be charged.
Percent	Enter the percentage amount to be charged for the row of data entered. All expense adjustments must total 100%. (See below for example of a split percentage entry).

A split distribution displays.

12. To split the distribution, click the **Add [+]** button and enter the ChartFields for the second distribution row.

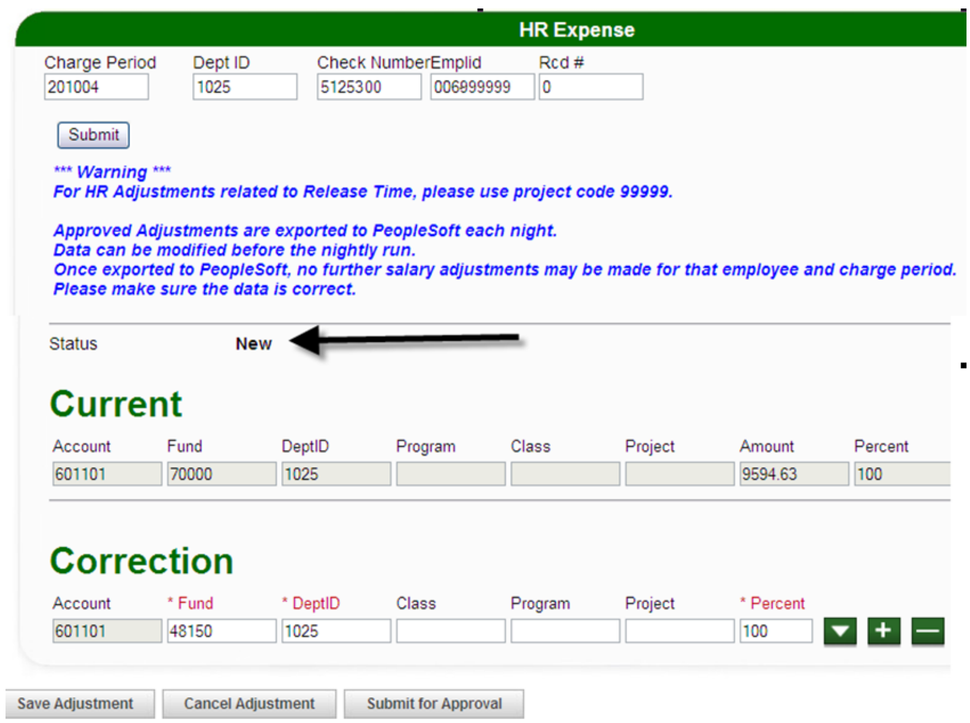


The completed HR Expense Adjustment page displays.

Notes: The Status is New.

In this example, the adjustment changes the employee's salary's funding source.

13. Click the **Submit for Approval** button to save the entry.

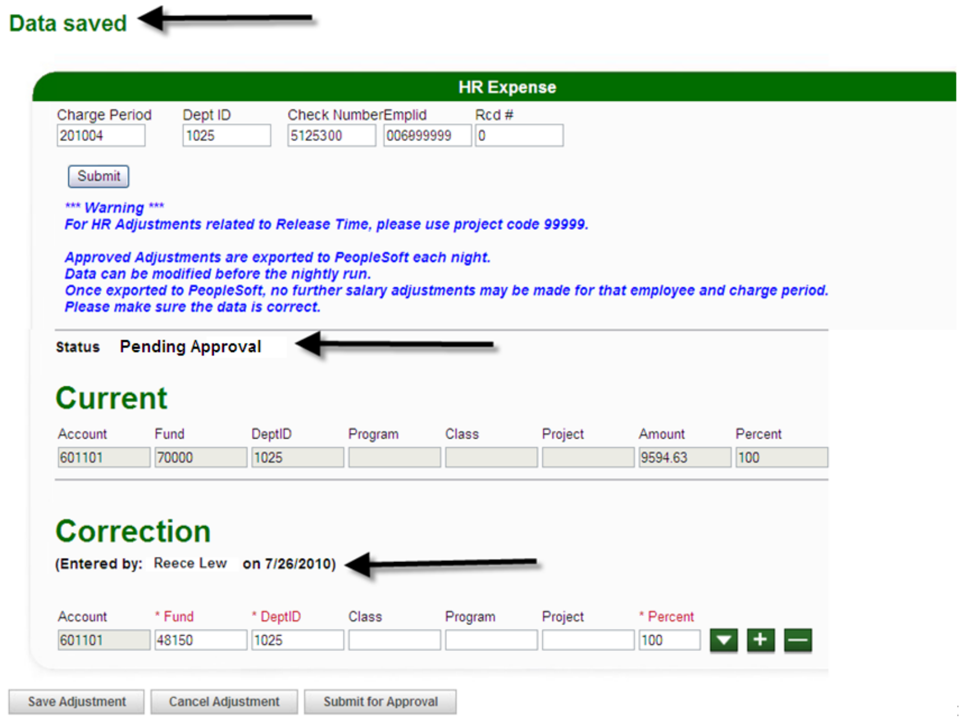


The Data saved confirmation message displays.

Notes: The Status changes to Pending Approval.

Under the Correction section the Entered by information displays.

The expense adjustment will be processed after it is approved.



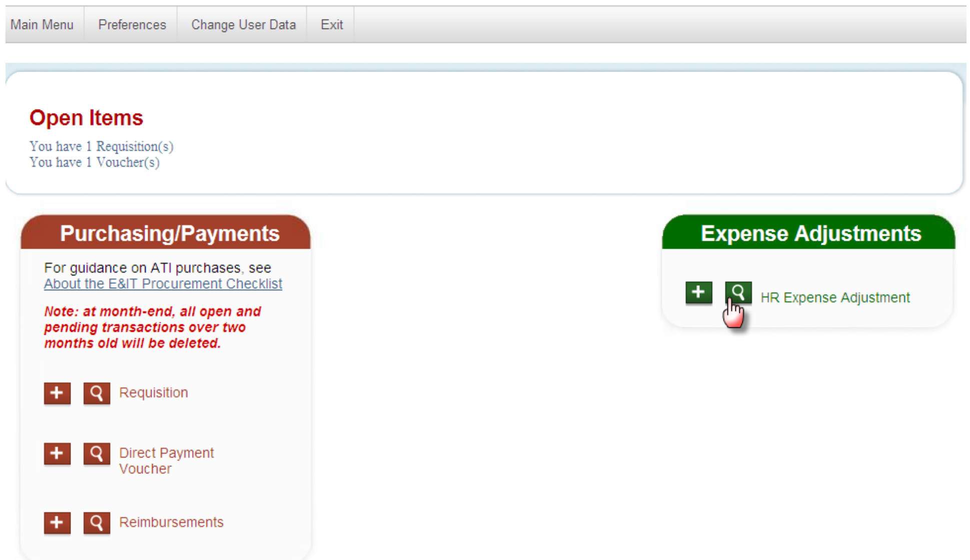
Search, Edit or Cancel an Expense Adjustment

This section demonstrates how to search, edit or cancel an expense adjustment.

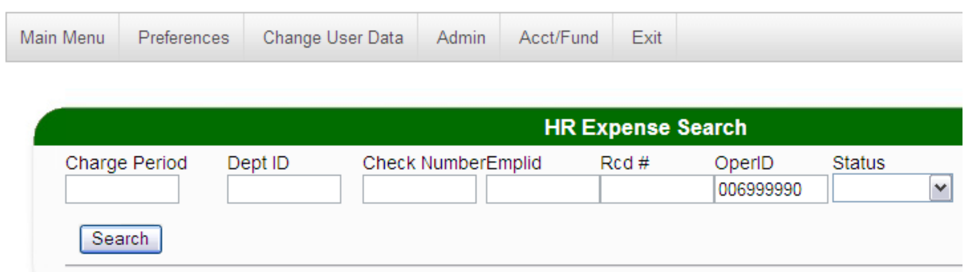
- **Pending Status:** Expense adjustment can be edited or canceled. It must be Approved to process.
- **Approved Status:** To modify an expense adjustment in Approved status, first cancel it and enter in a new HR expense adjustment. PeopleSoft Finance will process the approved entries.
- **Distributed Status:** Once distributed, the adjustment is final and cannot be edited.

The Main Menu displays.

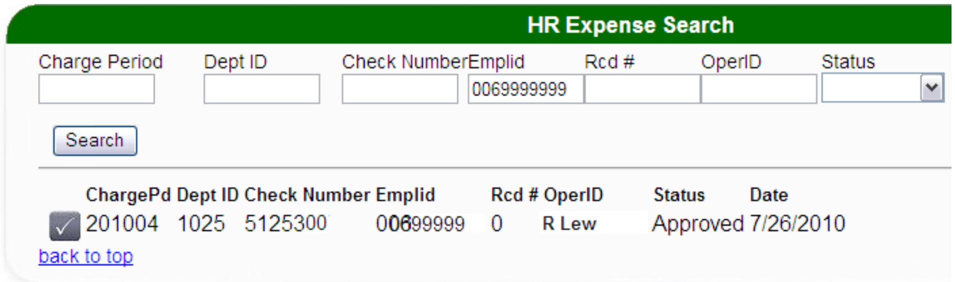
1. To search for an HR expense adjustment, click the Lookup button.



2. The HR Expense Adjustments search page displays.
3. Enter search criteria.
4. Click the **Search** button.

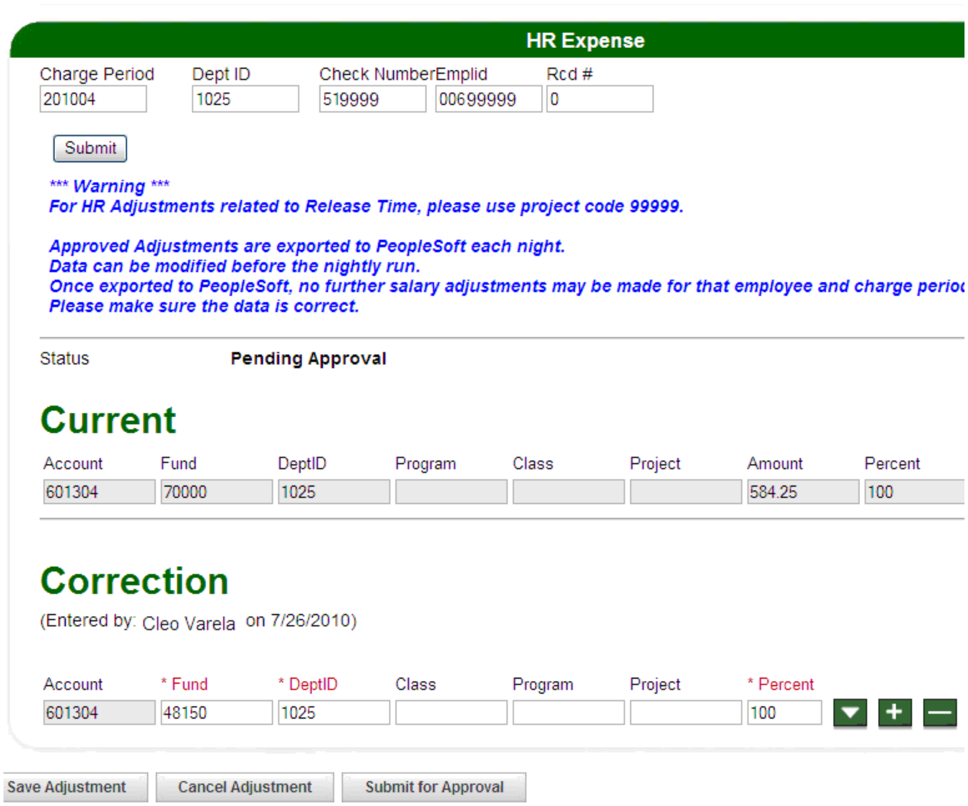


The HR Expense Adjustments search results display.



5. To select an expense adjustment, select the checkbox at the bottom left.

The HR Expense Adjustment page displays.



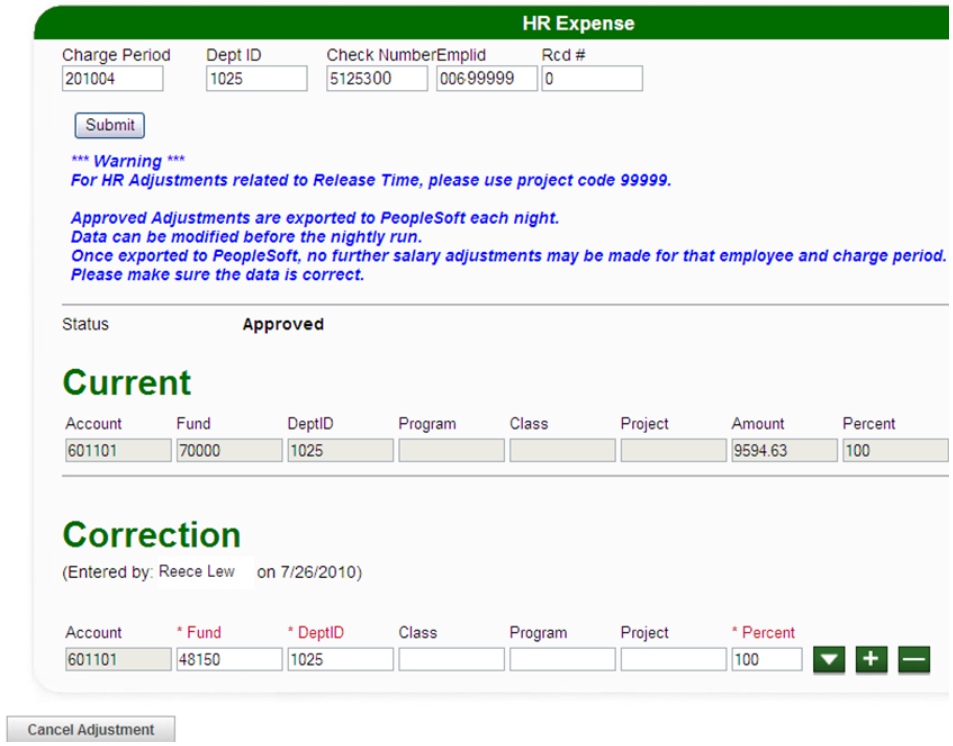
6. View expense adjustment status:

   - **Pending Status:** Expense adjustment can be edited or canceled. It must be approved to process

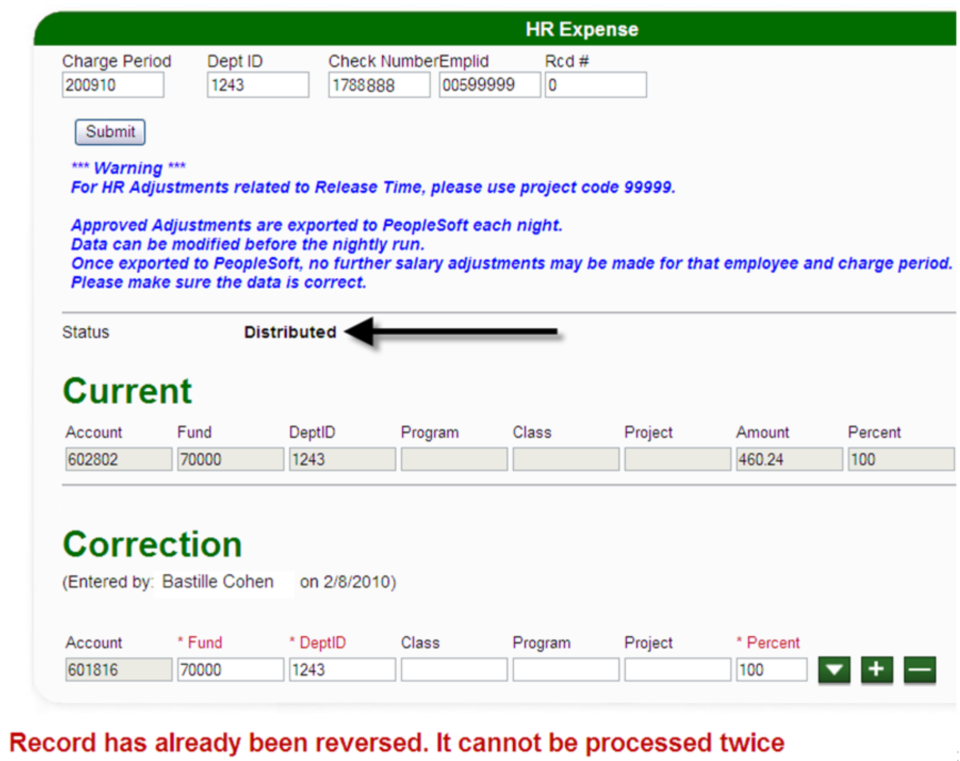
- **Approved Status:** Expense adjustments can be canceled, but cannot be edited without approval access.

  To modify an expense adjustment in Approved status, first cancel it, and then enter a new HR expense adjustment.

  The nightly job will then process the approved entries.



- **Distributed Status:** Once an adjustment is distributed, it is final and cannot be edited.

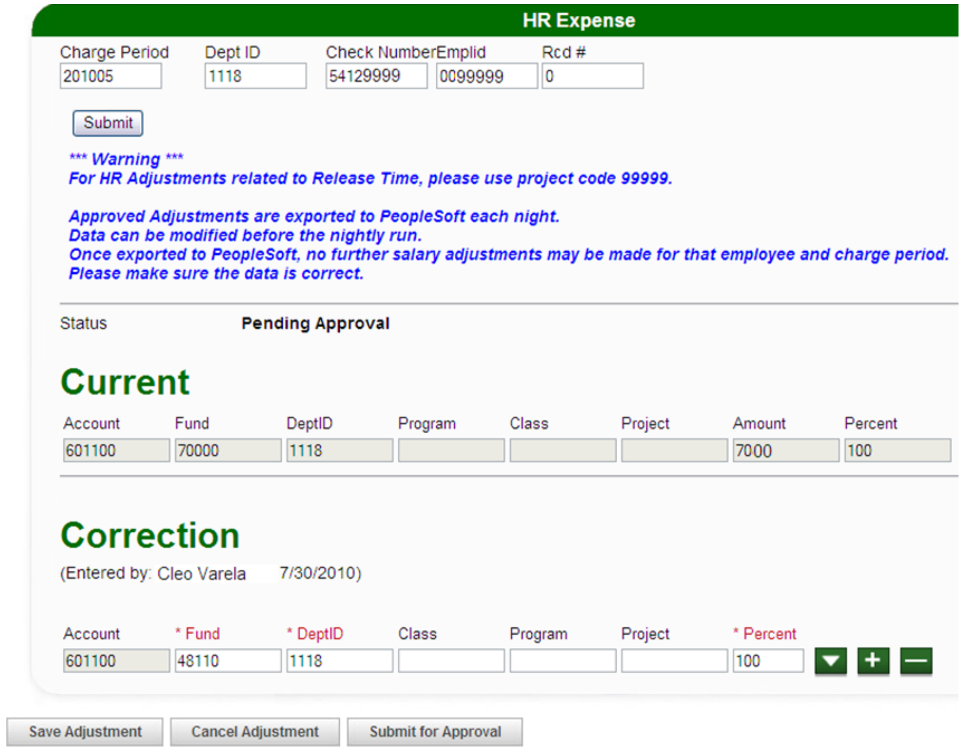


Edit an Expense Adjustment

The HR Expense Adjustments page displays.

Note: The Status is Pending.

1. Check expense adjustment status to make sure it is **Pending**.
2. Enter correct data into the **Correction** row.
3. To save the updated entry, click the Submit for Approval button.



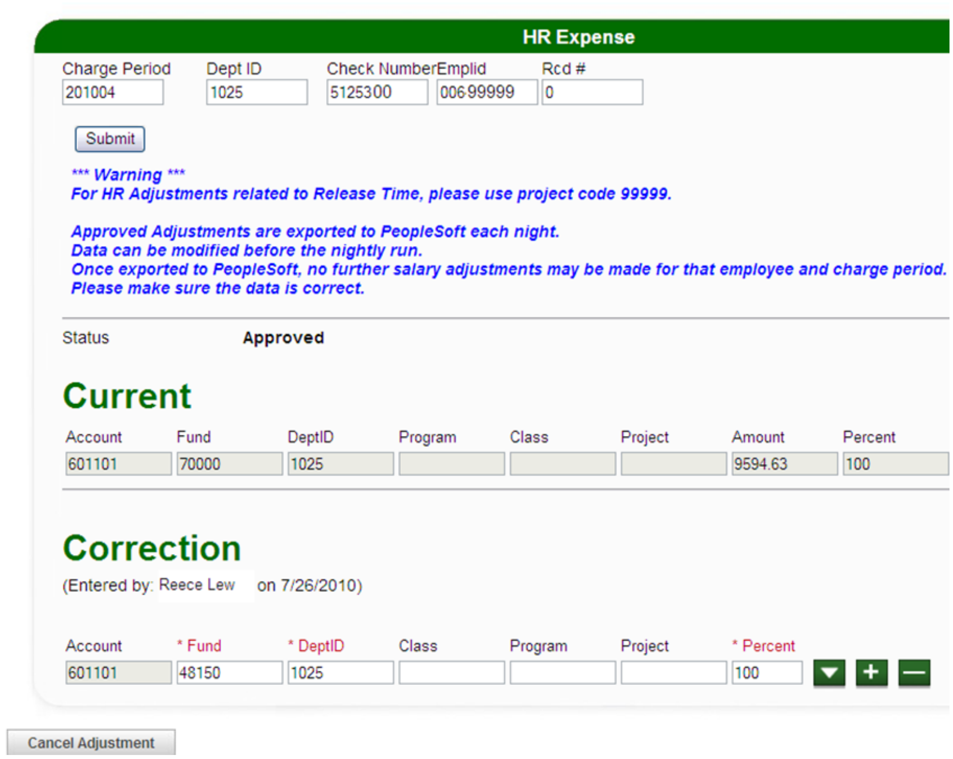
Cancel an Expense Adjustment

The HR Expense Adjustment page displays.

Notes: The Status is Approved.

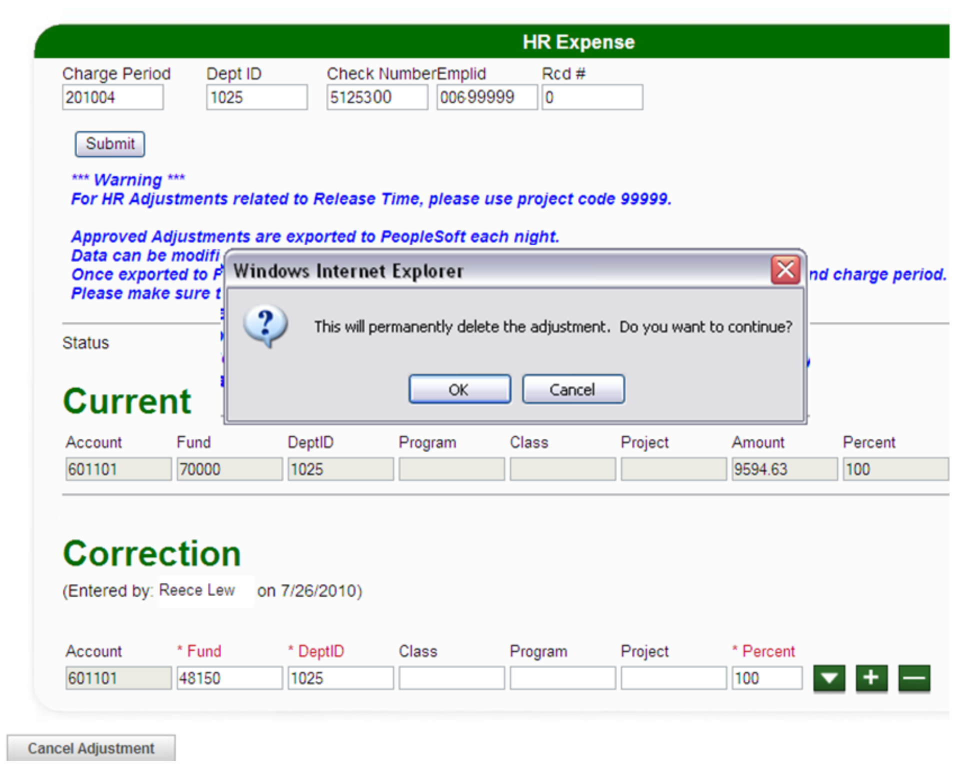
You cannot edit an expense adjustment in Approved status. Instead, cancel it and then re-enter it as a new HR expense adjustment.

1. If you wish to cancel, click the **Cancel Adjustment** button.



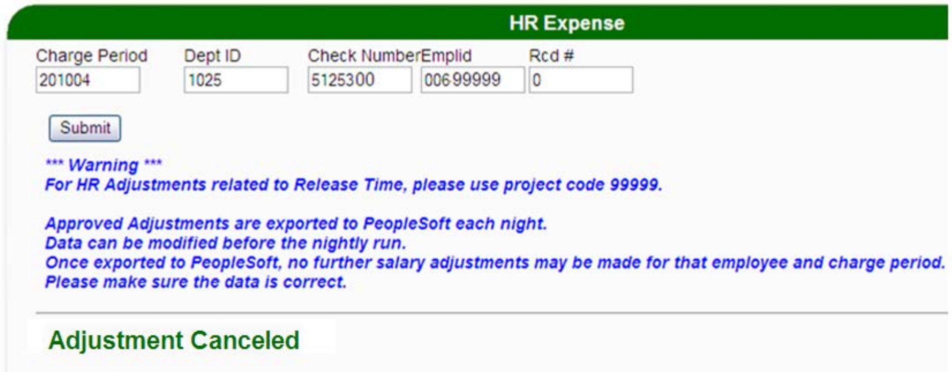
The warning confirmation message displays

2. To confirm the cancellation, click **OK**.



The Cancel Adjustment Confirmation displays.

Note: After you click Cancel Adjustment, a green confirmation message will display and the data below will disappear.



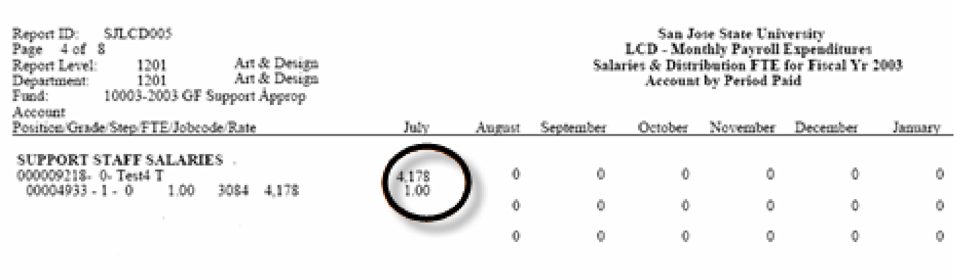
Confirm an Expense Adjustment

The LCD reports typically reflect the changes to the salary expenses on the next business day. This section demonstrates how to confirm an expense adjustment. The example below demonstrates the change in the LCD reports to our adjustment. You can also run a query against the CSU_Pay_Adjust table in Reporting.

An LCD Report (before the salary Expense Adjustment) displays.

Notes: This is what the LCD report showed prior to the expense adjustment.

The salary charge for July displays in the July column for department 1201.



Report ID: SJLCD005
Page 4 of 8
Report Level: 1201 Art & Design
Department: 1201 Art & Design
Fund: 10003-2003 GF Support Approp
Account

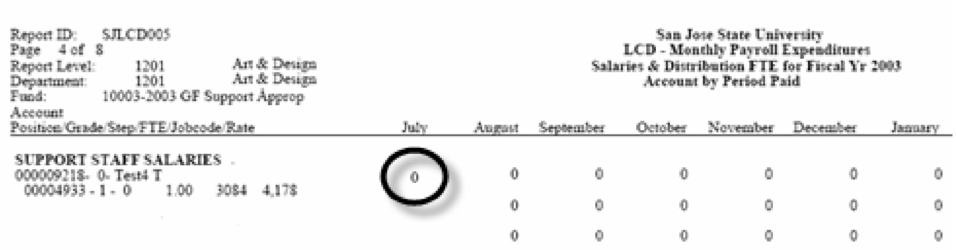
San Jose State University
LCD - Monthly Payroll Expenditures
Salaries & Distribution FTE for Fiscal Yr 2003
Account by Period Paid

Position/Grade/Step/FTE/Jobcode/Rate	July	August	September	October	November	December	January
SUPPORT STAFF SALARIES							
000009218- 0- Test4 T	4,178	0	0	0	0	0	0
00004933 - 1 - 0 1.00 3084 4,178	1.00	0	0	0	0	0	0
		0	0	0	0	0	0

An LCD Report (after the changed Expense Adjustment) displays.

Notes: This is our employee after the adjustment was processed.

The charge for July has been removed from department 1201.



Report ID: SJLCD005
Page 4 of 8
Report Level: 1201 Art & Design
Department: 1201 Art & Design
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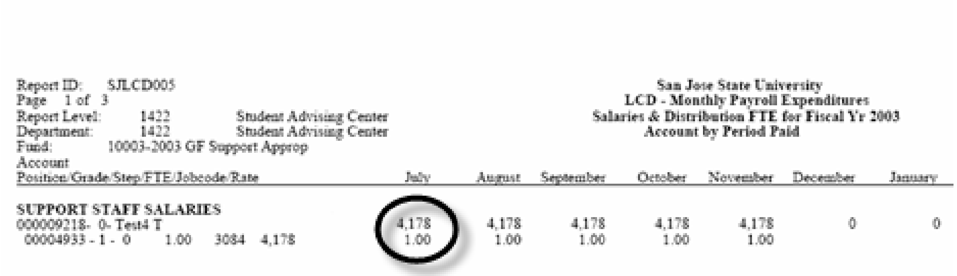
San Jose State University
LCD - Monthly Payroll Expenditures
Salaries & Distribution FTE for Fiscal Yr 2003
Account by Period Paid

Position/Grade/Step/FTE/Jobcode/Rate	July	August	September	October	November	December	January
SUPPORT STAFF SALARIES							
000009218- 0- Test4 T	0	0	0	0	0	0	0
00004933 - 1 - 0 1.00 3084 4,178		0	0	0	0	0	0
		0	0	0	0	0	0

An LCD Report (after the corrected Expense Adjustment) displays.

Notes: Our employee's salary now displays in the department the salary expense is now charged to.

The charge for July now displays in the July column in the correct department of 1422.



Report ID: SJLCD005
Page 1 of 3
Report Level: 1422 Student Advising Center
Department: 1422 Student Advising Center
Fund: 10003-2003 GF Support Approp
Account

San Jose State University
LCD - Monthly Payroll Expenditures
Salaries & Distribution FTE for Fiscal Yr 2003
Account by Period Paid

Position/Grade/Step/FTE/Jobcode/Rate	July	August	September	October	November	December	January
SUPPORT STAFF SALARIES							
000009218- 0- Test4 T	4,178	4,178	4,178	4,178	4,178	0	0
00004933 - 1 - 0 1.00 3084 4,178	1.00	1.00	1.00	1.00	1.00		

Error Messages

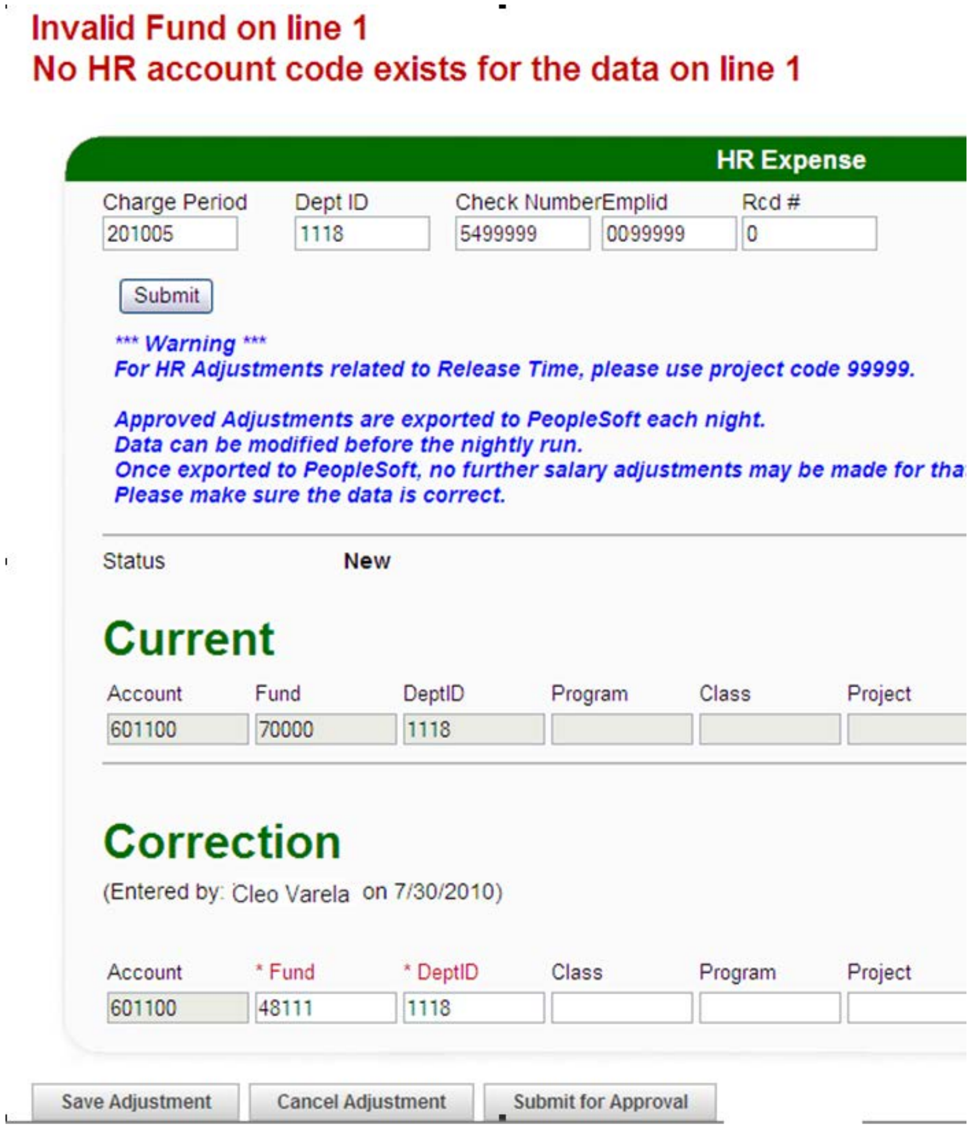
This section demonstrates how to correct any error messages you may encounter.

Invalid Fund on line 1

You have entered a fund number that you do not have access to, does not exist or are not an existing account code.

Note: Usually this error message is the result of a typo.

1. If you get this error message, correct the fund number you entered.

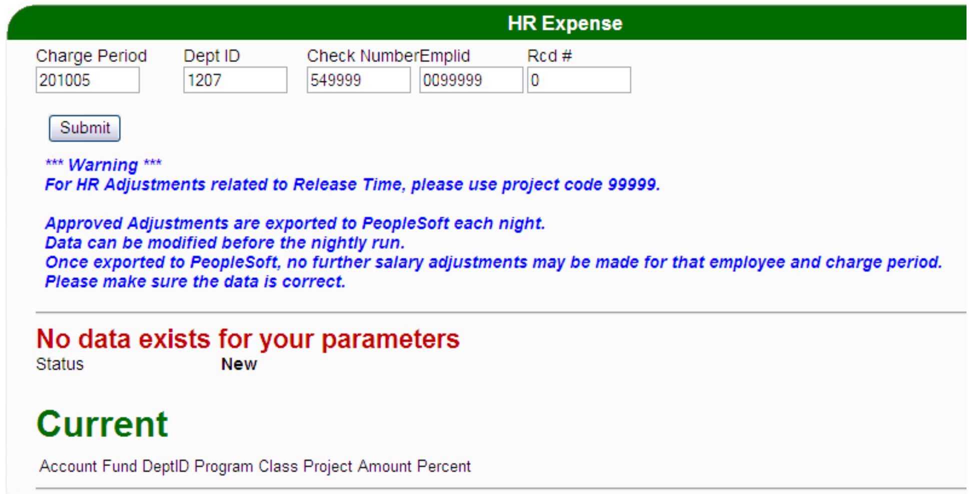


No data exists for your parameters

You have entered invalid data in one or more of the paycheck fields.

Note: Usually this error message is the result of a typo.

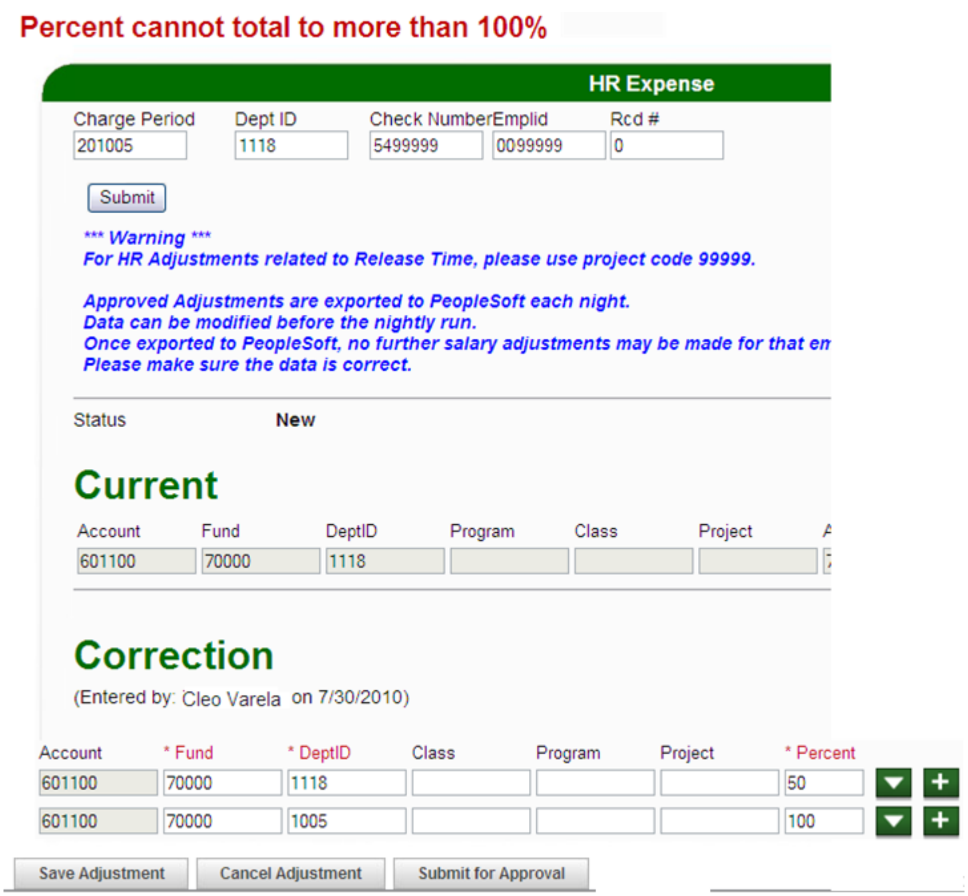
2. If you get this error message, double check your Monthly Pay Check Report and correct any of the numbers, as needed.



Percent cannot total to more than 100%

You have entered a percent that is higher than 100%.

3. If you get this error message, re-enter the percentage correctly.



This check cannot be adjusted via the FTS. It is linked to a zero check number. Please contact the CMS Help Desk

The check number you are trying to adjust has been adjusted by the State Controller's Office and a check number of zero was created to perform the adjustment.

4. If you get this error message, submit your expense adjustment to [Accounting Services](http://www.sjsu.edu/acctg_svcs/) (http://www.sjsu.edu/acctg_svcs/) with the paycheck and correction ChartFields.