PEOPLESOFT FREQUENTLY ASKED QUESTIONS

1. How do I know if I need to submit a Payroll Distribution Change form?

Every month budget administrators are expected to reconcile their budgets. This requires budget administrators to review their monthly payroll distribution for accuracy. Should an individual be charged either to the incorrect account or incorrect object code a distribution change form will need to be submitted in order to make the correction.

2. How do I know when to fill out a Payroll Distribution Change form as opposed to an HRM Action form?

You use a Payroll Distribution Change Form *anytime* salary expenses have been mischarged. The change form replaces the journal entry. This form is used only to move salary charges that have already been incurred or in some cases future changes for full-time benefits eligible employees (paygroups 002, 003, 004) and for regular earnings employees where the position does not change. In making adjustments for full-time benefits eligible employees - paygroups 002, 003 and 004 use a Payroll Distribution Change Regular Earnings form (PDCR). When adjusting charges for paygroups 001, 005, 006, 007 and 009 the Payroll Distribution Change Other Earnings form must be used PDCO. The PDCO is also used when adjusting additional compensation for paygroups 002, 003 and 004.

For new hires, transfers, extra compensation you should use the appropriate HRM form. HRM forms can be found on their website@ www.hrm.neu.edu

3. What is a paygroup?

A paygroup is a logical grouping of employees based on the employees attributes. Below is a table that lists various paygroups used by the university, a description of their respective group and the frequency of pay. Paygroup is listed on the Payroll Distribution Reports.

Paygroup	Description	Frequency of Pay
001	School of Continuing and Professional Studies	Monthly
002	Professional/Faculty	Semi-Monthly
003	Staff	Weekly
004	Facilities/Public Safety	Weekly in arrears
005	Part-Time non student	Weekly in arrears
006	Part-Time -Student	Weekly in arrears
007	SGA’s	Semi-Monthly
008	NUTA’s	Semi-Monthly
009	Part-time Faculty	Semi-Monthly

4. Where do I go if I need a form?

Forms can be found on the Budget Office website. Please visit our site@ www.budget.neu.edu and click on the “links, forms and lists” to be directed to the page where the forms can be found.

5. What do I do if the employee is charged to an incorrect object code?

If the employee is charged to an incorrect object code you should contact HRM before submitting a change form. An incorrect charge to an object code will occur when the earnings code, salary plan and or employment status for that individual does not map to the object code where you expect to see the salary expensed.

In order to correct this, contact HRM to have the employee attributes changed so that future salary expenses will appear in the correct object code. **Do not** submit a change form until the individual's pay is being expensed under the proper object code. Once the change has been confirmed submit the appropriate change form for all expense(s) that were previously incurred.

In order to avoid the use of unexpected object codes, the Budget Office has an "Earnings Code Cheat Sheet" which can be accessed from our website@ www.budget.neu.edu. Please refer to the cheat sheet when completing the earnings code field on any HRM paperwork that requires it. This will ensure that salary charges are expensed to the appropriate object code.

6. What is an Earnings Code?

An Earnings Code is a 3-letter acronym used in the PeopleSoft system that best defines the type of salary the employee will receive. Attached to the earnings code in PeopleSoft are attributes that define how the earnings will be paid and taxed.

Earnings Codes along with, pay group, salary plan, and employee status determine the object code that will be used. For example if an employee is receiving additional pay for additional responsibilities and is an administrative professional, full-time employee the earnings code ADD should be used which translates to object code 1120.

7. What do I do if the employee is charged to an incorrect account?

When an employee is charged to an incorrect account all you need to do is complete a Payroll Distribution Change Form for either regular or other earnings. You will use the Payroll Distribution Change form – Regular Earnings (PDCR) for full-time benefits eligible employee (paygroups 002, 003, 004) this will correct past and/or future earnings. For additional compensation for benefits eligible employees and all non-benefits eligible employees only prior pay periods can be corrected. Be sure to use a Payroll Distribution Change form – Other Earnings (PDCO). Please refer to question 11.

8a. What do I do if a part-time employee, a co-op student or a stipended graduate assistant is being charged to the wrong account?

Positions for these types of employees are attached to a six digit account. If they are being paid against an incorrect account, you must hire them into a position that corresponds with the account you would like the salary to be expensed against. In order to rectify this you must take the following steps **before** a Payroll Distribution form – Other Earnings (PDCO) can be submitted.

1. Login on to the Student Employment site
2. Cancel the part-time employee, co-op or sga out of the old position
3. Re-hire them into the new position attached to the correct account

4. Confirm that that the charges have been moved to the correct account by checking either your monthly payroll distribution or the financial record system (FRS) after the next pay period
5. After confirming that the charges going forward are corrected, submit a Payroll Distribution Change form – Other Earnings (PDCO)

8b. What if there is no position associated with the account I want to charge a salary to?

6. Contact either Ruby Guerrero @ ext. 8392 or Pascal Viens @ ext. 3134 in HRIS to have a position created.
7. Once the position is created hire that individual into the new position.
8. Refer to steps 4 and 5

9. What is the difference between a Payroll Distribution Change form – Regular Earnings (PDCR) and a Payroll Distribution Change form – Other Earnings (PDCO)?

The PDCR form is used when moving full-time salary dollars for individuals in paygroups 002, 003, 004 and any person that is in a position that is unique to that individual. The PDCO form is used when moving part-time or other earnings, i.e. individuals in paygroups 001, 005, 006, 007 and 009. The PDCO will typically involve salary moves for individuals that are in generic positions.

10. What is a generic position?

A generic position is a position that can be held by one or more individuals. Generic positions are typically used for extra compensation, part-time employees, graduate assistants and co-ops. When moving salary dollars associated with individuals in these types of positions a Payroll Distribution Change Form – Other Earnings (PDCO) should be completed.

11. What information should be completed on the form?

All the information on the form should be completed. Any form that is turned in missing information may be returned the originator. If the form involves changes to operating and restricted accounts (ledgers 2,3,6) they will be returned by the Budget Office, 247 Richards Hall and grant accounts (ledgers 4 and 5) will returned by DSPA, 405 Lake Hall.

12. How do I complete the "from" and "thru" dates found in Section 2 on the form when making changes for a specific time period?

If you are moving salary expenses which were mischarged for a specific time period for employees who are paid semi-monthly the "from date" should be the first of the month and the "thru date" would be the end date for the last pay period that was charged incorrectly (check monthly payroll distribution sheet for these dates). For semi monthly payrolls 1^{st} through 15^{th} and 16^{th} through last date of the month are the pay periods

For employees who get paid on a weekly basis the pay period begins on Sunday and ends on Saturday. Therefore, the "from date" should be the first day of the pay period which would be a Sunday date and the end date would be the last day of the pay period which would be a Saturday. The pay period end dates are shown on your monthly payroll distribution.

13. What types of changes can I make to employees who fall under "other earnings"?

Only charges that happened in the past can be corrected. You **can not** make any changes for future payments. For future changes you should speak with a HRIS operations representative to correct future payments. For past changes to other earnings complete the PDCO form, sign it and forward it to the appropriate office for approval and/or processing.

14. Can I make a future change for full-time, regular earnings employee?

Yes, and if you know the changes that will be taking place you should complete a PDCR prior to the next pay period. In section 2 of the PDCR form, the "from date" should reference the first of the day of the month in the future and the "thru date" should be blank if the charges are expected to be charged there from that period thru the end of the fiscal year or beyond.

15. Can I send through a change that reflects both past and future payroll changes for a full-time, regular earnings employee?

Yes. When completing the PDCR form reference the pay period of the change. The effective date should always be the first of the month for semi-monthly payments and be sure to the leave thru date blank.

16. Can I make a change for a prior pay period on a full-time, regular earnings employee?

Yes and be sure to use the PDCR form. If you need to change only a specific time period that occurred in the past then two (PDCR) forms will need to be completed and submitted. One form will be used to correct the previous mischarge(s) and another form to move the individual's salary either back to the original account or to reflect where the charges will be incurred going forward.

17. How do I know if I have the right position number?

You should be using the position referenced on the monthly payroll distribution report for which the mischarge occurred. **Do not** assume that the position number the employee is currently in is the position number associated with this individual's historical pay. You must use the position number referenced on the monthly payroll distribution.

18. Where do I send completed forms for approval?

Any changes that involve moving salary expenses to a ledger 4 or 5 (grant accounts) should be forwarded to the Division of Sponsored Projects Administration, located at 405 Lake Hall for approval. Please contact the individual that handles the post award for your area –Jim Richards, Mark Chisholm, Cadrienne Hicks or Claude Bellot at. Ext. 5600 if you have any questions. Changes that involve salary moves on ledgers 2, 3, 6, and 7 should be sent to the Nancy Delaney in the Budget Office, 247 Richards Hall. Nancy can be reached at ext. 7794 if you have questions regarding the form.

19. Who processes the forms?

HRM will be processing these forms. Your completed forms will be sent to HRM by Budget or DSPA. If you have questions on the form or status, please contact HRM at x 2230 and select option **2** to reach the HR/Payroll Service Center.