Payroll Distribution Change Form (PDC)

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 index or incorrect account 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 form (PDCR – Section 2). When adjusting charges for paygroups 001, 005, 006, 007 and 009 the Payroll Distribution Change form must be used (PDCO – Section 3). The PDCO (section 3) 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 @ www.northeastern.edu/hrm

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	College of 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
009	Part-time Faculty	Semi-Monthly

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

Forms can be found on the Budget Office or HRM website. For Budget: visit www.northeastern.edu/budget and click on the “links, forms and lists” to be directed to the page where the forms can be found. For HRM visit: www.northeastern.edu/hrm click on “Resources & Forms” then on “HR/Payroll Operations Resources and Forms” link. The PDC is located under the Payroll Operations heading.

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

If the employee is charged to an incorrect account you should contact HRM before submitting a change form. An incorrect charge to an account will occur when the earnings code, salary plan and or employment status for that individual does not map to the account 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 account. **Do not** submit a change form until the individual's pay is being expensed under the proper account. 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 accounts, the Budget Office has an "Earnings Code Cheat Sheet" which can be accessed from www.northeastern.edu/budget. 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 account.

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 account 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 index?

When an employee is charged to an incorrect index 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 (PDCR – Section 2) 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 (PDCO – Section 3).

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

Positions for these types of employees are attached to a six digit index. If they are being paid against an incorrect index, 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 (PDCO – Section 3) can be submitted.

- Login on to the Student Employment site
- Cancel the part-time employee, co-op or SGA out of the old position
- Re-hire them into the new position attached to the correct index
- Confirm that that the charges have been moved to the correct index by checking either your monthly payroll distribution or Banner Finance after the next pay period
- After confirming that the charges going forward are corrected, submit a Payroll Distribution Change form (PDCO – Section 3)

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

- First, be sure to check www.northeastern.edu/hrm/ and click on "Account Code Lookup." Leave the search criteria as "Account Code" and type in your index number. If the message "*NO RESULTS FOUND. PLEASE TRY AGAIN"* appears, then make sure your account has first been created in Banner Finance. If the account has truly been created in Banner Finance, then contact Pascal Viens in HRIS @ ext. 3134 for further assistance.
- If the position number needed is for a Co-op or SGA position, please visit www.northeastern.edu/hrm/resourcesforms/hrpay.html and complete either the Position Add/Change Form or SGA Position Number Request form, respectively. Once completed, email the form to hrpayroll@neu.edu. If you require assistance with the form, you may contact Pascal Viens @ x3134.

- If the position number needed is for a Work Study position, please contact Lawrencia Raynor in Student Employment @ ext. 3200. Do *not* call HRM for Work Study positions.
- Once the position is created hire that individual into the new position.
- Refer to steps 4 and 5

9. 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, contract employees, graduate assistants and co-ops. When moving salary dollars associated with individuals in these types of positions a Payroll Distribution Change Form – (PDCO – Section 3) should be completed.

10. How do I complete the "from" and "thru" dates found in Section 1 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 start date of the pay period 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 1st through 15th and 16th 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.

11. 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.

12. When will the changes be reflected in Banner?

Your completed forms will be sent to HRM by Budget or DSPA. The forms are processed immediately, but the changes will be reflected with the next payroll processing cycle associated with that employee. If you have questions on the form, please contact Barbara Finney at x4771.