UNIVERSITY OF SOUTH CAROLINA College of Arts and Sciences

Payroll Action Request Form Instructions

Instructions:

- Include department number (PS 'Home' department number) of the employee
- Include the department name
- Include the EMPL ID (formerly called the USC ID)
- Include the name of the employee
- Include the Employee Record (EMPL Record) to which you need to make changes. If you are making changes to more than one EMPL Record, please use separate forms for each.
- Check Yes/No if the employee is a student
- Include a justification as to why these changes are being made

Current/Future Payroll Accounting:

- Include an effective date in the future. It must be either the 1st or 16th of the month.
- FROM ACCOUNTS: Include the current distribution. Use the PeopleSoft chart field string.
- TO ACCOUNTS: Include the desired accounting information for future payroll. Use the PeopleSoft chart field string.
- Include either the amount or the percent of salary
- 100% of salary should be reflected. If using percentages, the percent must add to 100. If using amount, the total of the lines must equal the employee's base pay.

Initiator: Please include the name of the person preparing the document

Unit Head/ PI Signature: Please obtain the signature of the unit head. If grant funds are involved, please include the signature of the PI.



Payroll Action Form Examples

Employee Name: Snow White EMPL ID: A12345678 EMPL Record: 0

12-month RGP on grants, gross salary is \$48,000

PI: Sleeping Beauty

Example 1:

In this example, today's date is May 15th. Snow White is an RGP in Chemistry who typically spends 50% of time on grant 1 and 50% of time on grant 2. Her gross salary per paycheck is \$2,000 and currently, her salary is split accordingly so that 50% (\$1,000) is charged to grant 1 and 50% (\$1,000) is charged to grant 2. For the month of April only, Sleeping Beauty requires Snow White to spend 75% (\$1,500) of her time on grant 1 and 25% (\$500) of her time on grant 2. The PI doesn't inform the HR coordinator of this change and just realized that the pay needs to be corrected for April 1 – April 30.

Solution: Complete the Payroll Retro Funding Change form, obtain signatures and send to caspayrl@mailbox.sc.edu. See Example 1

Example 2:

In this example, today's date is March 15th. Snow White is an RGP in Chemistry who typically spends 50% of time on grant 1 and 50% of time on grant 2. Her gross salary is \$48,000 and is split accordingly so that 50% (\$24,000) is charged to grant 1 and 50% (\$24,000) is charged to grant 2. Beginning the month of May and until further notice, Sleeping Beauty requires Snow White to spend 75% (\$36,000) of her time on grant 1 and 25% (\$12,000) of her time on grant 2.

Solution: Complete the PARF to reflect the correct salary distribution going forward, obtain signatures and send to caspayrl@mailbox.sc.edu. See Example 2.

Example 3:

In this example, today's date is May 2nd. Snow White is an RGP in Chemistry who typically spends 50% of time on grant 1 and 50% of time on grant 2. Her salary is split accordingly so that 50% (\$1,000) is charged to grant 1 and 50% (\$1,000) is charged to grant 2. Beginning with the month of April, Sleeping Beauty required Snow White to spend 75% of her time on grant 1 and 25% of her time on grant 2. This percent of time will continue until further notice.

Solution: Complete both a Retro Funding Change Form and a PARF correct payroll already posted and reflect the correct salary distribution going forward. See Example 3.

Example 4:

In this example, today's date is March 15th. Snow White is an RGP in Chemistry who typically spends 50% of time on grant 1 and 50% of time on grant 2. Her salary is split accordingly so that 50% is charged to grant 1 and 50% is charged to grant 2. From May 1 to June 30, Sleeping Beauty requires Snow White to spend 75% of her time on grant 1 and 25% of her time on grant 2. On July 1st, her allocation will return to 50% on grant 1 and 50% on grant 2.

Solution: Complete two PARF forms. The first PARF form will reflect the desired salary distribution beginning May 1st. Because there is no end date, another form must be completed to reflect the desired salary split beginning July 1st. See Example 4.

EXAMPLE 1



PAYROLL RETRO FUNDING CHANGE

WEN.									
110015					E COMPLETED B		RTMENT		
USC ID: A1234 EMPL RECO				`	ast, First, Middle)	White, Snow			
DEPARTME		· a		HOME D	EPT#: Chemistry				
JUSTIFICAT		-Q-	<i></i>						
		Record	effort to cor	rect grar	it				
		Ī		1					
PAYCHEO	K DATE:	04/15/	2019						
					CURRENT DI	STRIBUTION			
OPER UNIT	DEPT	FUND	ACCOUNT		BUSINESS UNIT	PROJECT#	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,000.00
CL071	130200	F1000	51200	202	USCSP	10003199			1,000.00
		ļ					TOTAL R	ETRO FUNDING CHANGE	2,000.00
					NEW DIST	DIDITION			_,000.00
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT		COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621	COOT CHARL	COMIDO CODE	1,500.00
CL071	130200	F1000	51200	202	USCSP	10003199			500.00
			ļ						
							TOTAL R	ETRO FUNDING CHANGE	2,000.00
PAYCHEC	K DATE:	04/30/2	2010	1					
TATORILO	N DAIL.	04/30/	2019						
ODED LINUT	DEDT	T ELINID	LAGOGUNIT	01.400	CURRENT DI		0007.014.05	001400 0005	ANACHINIT
OPER UNIT	DEPT	FUND	ACCOUNT		BUSINESS UNIT		COST SHARE	COMBO CODE	AMOUNT
CL071	130200 130200	F1000 F1000	51200 51200	202 202	USCSP	10003621 10003199			1,000.00 1,000.00
OLO/ 1	100200	1 1000	01200	202	00001	10000133			1,000.00
							TOTAL R	ETRO FUNDING CHANGE	2,000.00
					NEW DIST	RIBUTION		•	
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT		COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,500.00
CL071	130200	F1000	51200	202	USCSP	10003199			500.00
							TOTAL D	ETRO FUNDING CHANGE	0.000.00
							IOIALK	ETRO FUNDING CHANGE	2,000.00
PAYCHEO	K DATE:								
					CURRENT DI	CTDIDLITION			
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT		COST SHARE	COMBO CODE	AMOUNT
OI LIT OITH	DELLI	TOND	7.0000111	OLYTOO	BOOMEOU OIVIT	TROOLOT#	OOOT CHARLE	COMIDO CODE	74000141
							TOTAL R	ETRO FUNDING CHANGE	0.00
					NEW DIST	RIBUTION			
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT#	COST SHARE	COMBO CODE	AMOUNT
		1							
-			 						
							TOTAL R	ETRO FUNDING CHANGE	0.00
					SIGNA	TIIDEC			
				<u> </u>	SIGNA				
Initiated by:				Date:		Approved by:			Date:
Printed Nam	ne:					Printed Name	: 		
Grants & Fu	nde Manas	ıement:				Date:			
GIAIIIS & FU	nus Manag	ement.							
					CONTROLLER'S	OFFFICE USI Date Entered:			
Printed Nam									



Example 2

Email form to caspayrl@mailbox.sc.edu

Current/Future Payroll Accounting ¹ ONLY ²						
Dept. # 130200	Dept. Name: Chemistry					
EMPL ID: A12345678 Name (Last, First, Middle): White, Snow						
EMPL Record: 0	Student? YES NO •					
Justification/Notes:						
Record effort to correct grant						

Effective date: 5/1/19

FROM ACCOUNTS

ACIONI ACCOUNTS											
DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT				
130200	F1000	51200	202	10003621			24000				
130200	F1000	51200	202	10003199			24000				

TO ACCOUNTS	•						
DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			36000
130200	F1000	51200	202	10003199			12000

- 1. If this is a current/future payroll accounting change for a specific time period (i.e. for fall semester only), include another payroll accounting form with the effective date and relevant information for the subsequent accounting change (i.e. for spring semester).
- 2. Please use the <u>Payroll Retro Funding Change Form</u> to make account changes to payroll that has already posted, and submit to <u>caspayrl@mailbox.sc.edu</u>.

Initiator Name:	Date:
Unit Head Signature:	Date:
PI Signature (if applicable):	Date:



Example 3 - part 1

Email form to caspayrl@mailbox.sc.edu

Current/Future Payroll Accounting ¹ ONLY ²						
Dept. # 130200	Dept. Name: Chemistry					
EMPL ID: A12345678 Name (Last, First, Middle): White, Snow						
EMPL Record: 0	Student? YES NO •					
Justification/Notes:						
Record effort to correct grant						

Effective date: 5/16/19

FROM ACCOUNTS

DEDT	FLINID	ACCOLUNIT	CL ACC	DDOJECT	DEDCEME	COCT CHARE	CALADY
DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY
							AMOUNT
130200	F1000	51200	202	10003621			24000
130200	F1000	51200	202	10003199			24000

IO ACCOUNTS	•						
DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			36000
130200	F1000	51200	202	10003199			12000

- 1. If this is a current/future payroll accounting change for a specific time period (i.e. for fall semester only), include another payroll accounting form with the effective date and relevant information for the subsequent accounting change (i.e. for spring semester).
- 2. Please use the <u>Payroll Retro Funding Change Form</u> to make account changes to payroll that has already posted, and submit to <u>caspayrl@mailbox.sc.edu</u>.

Initiator Name:	Date:
Unit Head Signature:	Date:
PI Signature (if applicable):	Date:



PAYROLL RETRO FUNDING CHANGE

				то в	E COMPLETED E	BY THE DEPAI	RTMENT		
USC ID: A1234	5678			NAME: (L	.ast, First, Middle)	White, Snow			
EMPL RECC	RD:₀			HOME D	EPT#: Chemistry				
DEPARTME	NT NAME:	Chemistry			•				
JUSTIFICAT		-C-							
JOSTII ICAT	ION/NOTE	- ^{3.} Record	effort to co	rect gran	t				
PAYCHEC	K DATE:	04/15/	2019						
					CURRENT D	STRIBUTION			
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT		COST SHARE	COMBO CODE	AMOUNT
CL071	130200	+	51200	202	USCSP		COST STIAIL	COMBO CODE	
		F1000				10003621			1,000.00
CL071	130200	F1000	51200	202	USCSP	10003199			1,000.00
							TOTAL RI	ETRO FUNDING CHANGE	2,000.00
					NEW DIST	RIBUTION			
ODED LINIT	DEDT	LEUND	LAGOGUNIT	01.400			LOCOTOLIADE	001400 0005	ANACHINIT
OPER UNIT	DEPT	FUND	ACCOUNT		BUSINESS UNIT		COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,500.00
CL071	130200	F1000	51200	202	USCSP	10003199			500.00
							TOTAL RI	ETRO FUNDING CHANGE	2,000.00
		T		1				-	
PAYCHEC	K DATE:	04/30/	2019						
					CURRENT DI	STRIBUTION			
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT#	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,000.00
CL071	130200	F1000	51200	202	USCSP	10003199			1,000.00
		•					TOTAL RI	ETRO FUNDING CHANGE	2,000.00
					NEW DIST	RIBUTION			
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT#	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,500.00
CL071	130200	F1000	51200	202	USCSP	10003199			500.00
		•	•				TOTAL R	ETRO FUNDING CHANGE	2,000.00
				1					2,000.00
PAYCHEC	K DATE:	05/15/	2019		OURDENIT D	OTDIDUTION.			
			T		r	STRIBUTION			
OPER UNIT	DEPT	FUND	ACCOUNT		BUSINESS UNIT		COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,000.00
CL071	130200	F1000	51200	202	USCSP	10003199			1,000.00
							TOTAL RI	ETRO FUNDING CHANGE	2,000.00
					NEW DICT	DIDUTION			
ODED LINUT	DEDT	LEUND	LAGGGLINIT	L 01 4 00	NEW DIST		OCCT CLIADE	001100 0005	ANACHINIT
OPER UNIT	DEPT	FUND	ACCOUNT		BUSINESS UNIT		COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,500.00
CL071	130200	F1000	51200	202	USCSP	10003199			500.00
				<u> </u>		<u> </u>			
							TOTAL RI	ETRO FUNDING CHANGE	2,000.00
					SIGNA	TUDES			
					SIGNA				_
Initiated by:				Date:		Approved by:			Date:
Printed Name	e:					Printed Name	:		
Grants & Fur	nds Manag	ement:				Date:			
	•				CONTROLLER'S	OFFEICE HE	E ONLY		
					OUNTROLLER 3				
Printed Nam	e:					Date Entered:			



Example 4 - part 1

Email form to caspayrl@mailbox.sc.edu

Current/Future Payroll Accounting ¹ ONLY ²						
Dept. # 130200	Dept. Name: Chemistry					
EMPL ID: A12345678 Name (Last, First, Middle): White, Snow						
EMPL Record: ()	Student? YES NO •					
Justification/Notes:						
Record effort to correct grant						

Effective date: 5/1/19

FROM ACCOUNTS

DEDT	FLINID	ACCOLUNIT	CL ACC	DDOJECT	DEDCEME	COCT CHARE	CALADY
DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY
							AMOUNT
130200	F1000	51200	202	10003621			24000
130200	F1000	51200	202	10003199			24000

TO ACCOUNTS	•						
DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			36000
130200	F1000	51200	202	10003199			12000

- 1. If this is a current/future payroll accounting change for a specific time period (i.e. for fall semester only), include another payroll accounting form with the effective date and relevant information for the subsequent accounting change (i.e. for spring semester).
- 2. Please use the <u>Payroll Retro Funding Change Form</u> to make account changes to payroll that has already posted, and submit to <u>caspayrl@mailbox.sc.edu</u>.

Initiator Name:	Date:
Unit Head Signature:	Date:
PI Signature (if applicable):	Date:



Example 4 - part 2

Email form to caspayrl@mailbox.sc.edu

Current/Future Payroll Accounting ¹ ONLY ²					
Dept. # 130200	Dept. Name: Chemistry				
EMPL ID: A12345678	Name (Last, First, Middle): White, Snow				
EMPL Record: ()	Student? YES NO NO				
Justification/Notes:					
Record effort to correct grant					

Effective date: 7/1/19

FROM ACCOUNTS

NOW ACCOUNTS							
DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			36000
130200	F1000	51200	202	10003199			12000

TO ACCOUNTS	•						
DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			24000
130200	F1000	51200	202	10003199			24000

- 1. If this is a current/future payroll accounting change for a specific time period (i.e. for fall semester only), include another payroll accounting form with the effective date and relevant information for the subsequent accounting change (i.e. for spring semester).
- 2. Please use the <u>Payroll Retro Funding Change Form</u> to make account changes to payroll that has already posted, and submit to <u>caspayrl@mailbox.sc.edu</u>.

Initiator Name:	Date:
Unit Head Signature:	Date:
PI Signature (if applicable):	Date: