Request Payroll Accounting Adjustment for Oneself

This Quick Reference Guide (QRG) is designed to walk a **Payroll Accounting Adjustment Specialist** through the task of requesting Payroll Accounting Adjustment (PAA) for themself in Workday.

NOTE	Workday does not allow you to complete a Payroll Accounting Adjustment for yourself (they consider it a conflict of interest). This process can be used to submit a request to Central Finance for creating a payroll accounting adjustment for your payroll expenses.

Procedure: Request Payroll Accounting Adjustment for Oneself

On the Workday **Home** screen:

1. Type **Create Request** in the search field.

2. Select the **Create Request** task from the **Search Results**.
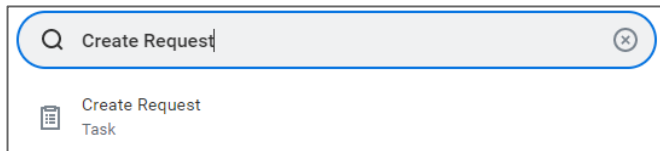
On the **Create Request** screen:

3. Enter **Request Type** "Payroll Accounting Adjustment for Oneself"
   Either type this in the field and hit enter, or search using the drop-down menu.

4. Select **OK** to proceed.

On the **Payroll Accounting Adjustment for Oneself** screen:

5. Complete the following required fields:
   - **Which Pay Group is being adjusted as part of this Payroll Accounting Adjustment (PAA)?**
     Select the radio button next to the relevant pay group for this adjustment.
   - **Why is this PAA being requested? Note: Your answer will be used to determine which Change Reason to select.**
     Use one of the following Change Reasons:
       o Adjustment based on time spent on activities
       o Adjustment due to budget change
       o Adjustment moving salaries off a sponsored Grant
       o Adjustment of salary/wage to different Grant under same Award
       o Adjustment to correct non-grant funding
       o Costing Allocation schedule not established
       o Other (include a comment here or at **Step 6** explaining)

- **What Pay Periods need to be adjusted as part of this PAA?**
  Type the pay periods that need to be adjusted as part of this PAA.
- **What is the Position Number for this PAA?**
  Type the position number for the PAA.
- Provide PAA details such as **Pay Component(s), FDM worktags, distribution percentage(s)** or **dollar amount(s)** for each set of worktags, etc. associated with the adjustment.
  Type the PAA details required for processing the request.

6. **Enter Your Comment** in the provided field (optional).

7. Add attachments, if desired:
   - Drag and drop any supporting documentation to the field or select the **Select Files** button to browse your documents. Enter description (optional).
   - To continue adding additional documents, click the Upload button.
   - Click the trash can icon next to any attachment to remove it.

8. Select **Submit** to submit the request.

You have successfully completed this task. It will now be routed based on the configuration.