

How to process Adjustments to Past Payroll Transactions

Before you begin:

- Run a payroll report (i.e. Payroll Details by McGill ID or Payroll Details by McGill ID by Pay Numbers web report on the [Financial Services](#) website)
- Identify the Employee (McGill ID, First and Last Name)
- Identify the Position number
- Verify the original FOAPAL combination and the number of salary account codes (excluding benefits account codes) charged in the original transaction.

Note: If there is more than one salary account code (excluding benefits account codes), the Payroll Adjustment will follow the same FOAPAL distribution percentage as the original transaction.

Account	Account Title	Doc Code	Amount	Fund	Orgs	Proj	Activity	Location
600001	Tenure Track							
600161	Tenure Track Other Payments							

- Determine the Pay Period(s) Start and End Dates you want to adjust. The [Pay Calendars](#) (Salaried (B0) & Hourly (B2)) for the past three years are available on the Human Resources website.
- Make a note of the gross amount (including benefits) posted to the fund.


Step-by-Step Instructions

1. Log in to [Minerva](#)
2. Go to the **Finance (Fund) Administration Menu**
3. Select the **Adjust Past Payroll Transactions Menu**
4. Select the **Process Adjustments on Past Payroll Transactions** menu option.
5. Enter the **Employee ID** of the individual who you will be processing a payroll adjustment for or search for the Employee ID by clicking on the Search link.
6. Hit the **TAB key on your keyboard** to validate the Employee ID. The individual's First and Last name will populate.

How to process Adjustments to Past Payroll Transactions

Search and List Past Payroll Events by Employee




* indicates a required field

 This menu is ONLY used to process adjustments to past payroll events.

* To process adjustments for future dated payroll events please refer to Workday.

* Adjustments can only be made to past payroll transactions that occurred in the last 3 years as of today's date.

* To display Payroll Events, please enter a McGill ID or search for one

Employee ID *	<input type="text"/>	Search
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Pay Period Start Date *	<input type="text"/>	 Pay Period End Date *
		<input type="text"/>
		 (Date format: DD-Mon-YYYY)
Number of final FOAPAL(s) required for the Payroll Adjustment:	5 	
<input type="button" value="List"/>	<input type="button" value="Reset"/>	

7. Enter the **Pay Period Start Date** and **Pay Period End Date** for the past pay events you want to process an adjustment for.

Note: Adjustments can only be made to past payroll transactions that occurred in the last 3 years as of today's date. The **Pay Schedules** (Salaried (B0) & Hourly (B2)) for the past three years are available on the [Human Resources](#) website.

Changes to the Costing Allocation for future dated pay events are processed in Workday.

8. By default, the **Number of final FOAPAL(s) required for the Payroll Adjustment** is listed as 5. You may change the **Number of final FOAPAL(s) required for the payroll adjustment** from the drop-down list.
9. Click **List**. A summary per position for the selected pay period(s) where there are no pending transactions will display.

Note: If you have selected start and end dates different from the Pay Period Start and Pay Period End Dates., the entire pay period(s) will display. You may refer to the [Pay Calendars](#) available on the HR website.

How to process Adjustments to Past Payroll Transactions

Search and List Past Payroll Events by Employee

This menu is ONLY used to process adjustments to past payroll events.
 * To process adjustments for future dated payroll events please refer to Workday.
 * Adjustments can only be made to past payroll transactions that occurred in the last 3 years as of today's date.
 * To display Payroll Events, please enter a McGill ID or search for one

* Indicates a required field

Employee ID * Search

First Name

Last Name

Pay Period Start Date * Pay Period End Date * (Date format: DD-Mon-YYYY)

Number of final FOAPAL(s) required for the Payroll Adjustment:

List Reset

Please select the past payroll events to be adjusted.

	McGill ID	First Name	Last Name	Pay Group	Pay Year Start	Pay No Start	Pay Date Start	Pay Year End	Pay No End	Pay Date End	Position
<input checked="" type="checkbox"/>	11802218	Steve	Petersen	B0	2019	21	29-SEP-2019	2019	21	12-OCT-2019	000000
<input type="checkbox"/>	11802218	Steve	Petersen	B0	2019	21	29-SEP-2019	2019	21	12-OCT-2019	000000

Submit

Clear Selected

10. Select the position you want to adjust by checking the **box next to the pay event**.

Note: Payroll Adjustments are processed on one position at a time. If you want to process payroll adjustments for more than one position, you must process another Payroll Adjustment.

11. Click **Submit**.

12. The **Process Adjustments to Past Payroll Transactions** screen will display the McGill ID, Name, Pay Group (B0 or B2), selected Pay Periods Start and End date, Start and End Pay Number, the selected Position code, the FOAPAL sequence(s) of the original payroll transaction and Total Gross Pay amount for the entire selected pay period(s). Please note that the Total Gross Pay **includes benefits**.

Adjustments can be made on the fund(s), activity code(s), by amount or percentage.

Process Adjustments to Past Payroll Transactions

This menu is used to adjust gross pays (including benefits) by employee on past payroll transactions. Adjustments can be made on the fund(s), activity code(s), by amount or percentage. The net result must equal the original total gross pay (including benefits).

McGill ID	Name	Pay Group	Start Pay Date	Start Pay Number	End Pay Date	End Pay Number	Position
11802218	Steve Petersen	B0	29-SEP-2019	21	12-OCT-2019	21	000000

FOAPAL Sequence 1	Gross Pay	Percentage
XXXXXXXX-2000-000000-000000	100.00	100.00

Total Gross Pay: 100.00

To verify the Total Gross Pay amount, you may run the [Payroll Details by McGill ID](#), Pay Year and Pay Number report on the Financial Services website.

13. Enter the final FOAPAL distribution including the **Final Fund(s), Final Activity Code(s) and Final Amount(s) or Final Percentage(s)**. The net result must equal the original Total Gross Pay **(including benefits)**.

How to process Adjustments to Past Payroll Transactions

Process Adjustments to Past Payroll Transactions

This menu is used to adjust gross pays (including benefits) by employee on past payroll transactions. Adjustments can be made on the fund(s), activity code(s), by amount or percentage. The net result must equal the original total gross pay (including benefits).

McGill ID	Name	Pay Group	Start Pay Date	Start Pay Number	End Pay Date	End Pay Number	Position

FOAPAL Sequence 1	Gross Pay	Percentage

Total Gross Pay:

Enter the final FOAPAL distribution including the Final Fund(s), Final Activity Code(s) and Final Amount(s) or Final Percentage(s)

Please note: Account codes cannot be adjusted on past payroll transactions except on 699999

Final Fund *	Final Account Code	Final Activity Code *	Final Amount	Final Percentage
			\$	
			\$	
			\$	
			\$	
			\$	

Comments: *

Submit for Final Review Reset Previous Page

Examples:

Option 1: The original transaction is charged to 2 FOAPALS and you would like to re-allocate the whole amount to be charged to one of the FOAPALS in the original transaction.

In the Final FOAPAL combination, enter the Final Fund, Final Activity, Final Amount to match the Total Gross Pay or Final percentage to be 100%.

McGill ID	Name	Pay Group	Start Pay Date	Start Pay Number	End Pay Date	End Pay Number	Position

FOAPAL Sequence 1	Gross Pay	Percentage
		15.00%

FOAPAL Sequence 2	Gross Pay	Percentage
		85.00%

Total Gross Pay:

Enter the final FOAPAL distribution including the Final Fund(s), Final Activity Code(s) and Final Amount(s) or Final Percentage(s)

Please note: Account codes cannot be adjusted on past payroll transactions except on 699999

Final Fund *	Final Account Code	Final Activity Code *	Final Amount	Final Percentage
			\$	100
			\$	
			\$	
			\$	
			\$	

Option 2: The original transaction is charged to 1 FOAPAL and you would like to re-allocate the whole amount to be charged to 2 FOAPALS.

On the first line of the Final FOAPAL combination, enter the first fund, activity, amount you want to transfer or respective percentage.

On the second line of the Final FOAPAL combination, enter the second fund, activity, amount you want to transfer or respective percentage.

The net result in the Final FOAPAL combination must equal the original Total Gross Pay.

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McGill ID	Name	Pay Group	Start Pay Date	Start Pay Number	End Pay Date	End Pay Number	Position
11100000	John Doe	00	2019-01-01	01	2019-01-01	01	000000

FOAPAL Sequence 1	Gross Pay	Percentage
111000-0000-0000-0000-0000	849.09	100.00%

Total Gross Pay: 849.09

Enter the final FOAPAL distribution including the Final Fund(s), Final Activity Code(s) and Final Amount(s) or Final Percentage(s)

Please note: Account codes cannot be adjusted on past payroll transactions except on 699999

Final Fund *	Final Account Code	Final Activity Code *	Final Amount	Final Percentage
000000		000000	\$	40
000000		000000	\$	60
			\$	
			\$	
			\$	

Option 3: Process an adjustment for a partial pay period

(Example: For pay period B0 - 21, Pay Calendar Year 2019, you would like to transfer 5 days out of 10.)

You need to manually calculate the amount to be adjusted for a certain number of days within a pay period by using the following formula: **Total Gross Pay/10 days x the number of days to pro-rate.**

Total Gross Pay (including benefits): 849.09

2,000/10 days x 5 days to pro-rate = 424.55

On the first line of the Final FOAPAL combination, enter the new fund, activity, amount you want to transfer (424.55) or respective percentage.

On the second line of the Final FOAPAL combination, enter the fund charged in the original transaction, activity, amount you want to keep in that fund (424.54) or respective percentage.

The net result in the Final FOAPAL combination must equal the original Total Gross Pay.

Process Adjustments to Past Payroll Transactions

This menu is used to adjust gross pays (including benefits) by employee on past payroll transactions. Adjustments can be made on the fund(s), activity code(s), by amount or percentage. The net result must equal the original total gross pay (including benefits).

McGill ID	Name	Pay Group	Start Pay Date	Start Pay Number	End Pay Date	End Pay Number	Position
00000001	John Doe	00	2019-01-01	01	2019-01-01	01	000000

FOAPAL Sequence 1	Gross Pay	Percentage
000000-XXXXXX-2000-0000000-000000	849.09	100.00

Total Gross Pay: 849.09

Enter the final FOAPAL distribution including the Final Fund(s), Final Activity Code(s) and Final Amount(s) or Final Percentage(s)

Please note: Account codes cannot be adjusted on past payroll transactions except on 699999

Final Fund *	Final Account Code	Final Activity Code *	Final Amount	Final Percentage
000000		000000	\$ 424.54	%
000000		000000	\$ 424.55	%
			\$	%
			\$	%
			\$	%

Comments: *

- Enter a description in the **Comments** box. (Name, unit and contact number of the individual who is preparing the past payroll adjustment and explain the reason for the payroll adjustment).



TIP

Reset:

To clear all entered Final FOAPAL Distribution information, click the **Reset** button.

Previous Page:

To go back to the Search screen and change your search criteria, click the **Previous Page** button.

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15. Click the **Submit for Final Review** button to view a summary of the past payroll adjustment.



TIP – Edit:

Allows you to make changes to your payroll adjustment. It will bring you to the Process Adjustments to Past Payroll Transactions screen.

16. Click **Complete**. By selecting COMPLETE the transaction(s) will be forwarded for approval and cannot be modified.

Note: In order to avoid security warning and other errors when using this menu, you may need to allow the pop-ups in the browser you are using. For more information, refer to the [IT Knowledge Base](#).

17. The message “Transactions have been successfully completed” will display along with the PAxxxxxx Reference Number.

18. This Reference Number (PAxxxxxx) will allow you to track the status of your payroll adjustment along the approval process.

Note: To inquire about the status of a Past Payroll Adjustment, contact the **Finance Help Desk** at Fishelp.acct@mcgill.ca | 514-398-3463 and they will run a report for you.

OR,

If you are the Requestor and you wish to disapprove a document, contact the FFM/PI or the Fund Administrator/Budget Administrator (1A/1B fund types) of the fund(s) being charged and they will disapprove the transaction for you.