

Payroll Adjustment Process

All Payroll Adjustments must include sufficient documentation describing why the adjustment(s) is being submitted. **Payroll adjustments should not be submitted as a routine course of business.** Sufficient care should be taken when processing original transactions in order to minimize the need for payroll adjustments. **Effective August 1st, 2014 a memorandum signed by the dean, department head, or director plus a copy of the signed timesheet (if applicable) must be included with each payroll adjustment.**

There are 3 important reasons why additional documentation must be included:

1. To give the Payroll Department the necessary information to efficiently process the adjustment.
2. After an adjustment has been processed and posted it will be reviewed by, including but not limited to, UNM Internal Auditors, External Auditors and Contract and Grant agencies. If the reason for the adjustment is adequately documented, there will be fewer questions and a shorter turn around. The [Payroll Overpayment and Collection Policy \(2680\)](#) has specific information regarding the responsibility, administration and enforcement of payroll overpayments.
3. It is imperative to our business practices that the high volume of adjustments be reduced enabling us to pay those with accurate timecards on time. Departments are responsible to understand and reach out to their Employment Data Center on questions related to policy before the payroll closes.

ADJUSTMENT: Each adjustment **must** include the following supporting documentation:

1. A photo copy of the timesheet (if applicable) with signatures by both the employee and their supervisor
2. A department memorandum signed by the dean, director or department head
3. Adjustment Form downloaded from the Payroll website and filled out entirely.
 - a. It is important that the most recent version of the form be used to ensure the latest instructions are being followed.
 - b. All adjustment forms must be reviewed and signed by a Time Keeper, Approver, or LoboTime Time Manager.
 - c. Both the memorandum and the adjustment form must be original signatures if being submitted within the Albuquerque city limits. Copies will not be accepted.

DEPARTMENT MEMO: The memo **must** include the following information for **each** adjustment:

1. **WHY:** the adjustment is necessary. Please explain what happened or hasn't happened to cause the need for the adjustment.
2. **WHAT:** is being corrected.
3. **WHO:** is requesting that the adjustment be processed. E.g. employee or supervisor originated the request
4. **HOW:** will this be prevented in the future?

Submit a [Time Entry Adjustment Form](#) if a situation such as the following has occurred:

1. To correct a **significant** amount of incorrect hours
2. To correct wrong shift
3. To correct LoboTime Missed Hours Prior Period Shift 2 or 3

Guidelines for an Adjustment vs. Prior Period Hours

If the adjustment does not meet the above requirements or the employee/department has previously submitted an adjustment for a similar reason, the correction to appropriate hours should be done using PHATIME or LoboTime in lieu of a Time Entry Adjustment Form.

Note: This will pay the employee on the next regularly scheduled bi-weekly pay period.

Enter the time using a prior period adjustment Earn Code:

1. Use code 019 for "Missed Reg Hrs - Prior Period" (for missed regular staff hours)
2. Use code 095 for "Prior Period Overtime @ 1.5" (for missed regular staff overtime hours @ 1.5)
3. Use code 096 for "Missed Temp Hrs - Prior Period" (for missed temp & on-call hours)
4. Use code 729 for "Prior Student Hours" (for missed student hours)
5. Use code 739 for "Prior Grad Hours" (for missed graduate students hours)

See the [Step-by-Step Guide](#) for completing an adjustment form.

Notes:

- If there are multiple types of adjustments for an employee during one pay period then all of the adjustments should be submitted on a single adjustment form.
- Adjustments for monthly employees, other than leave, require an amended employment contract or ePAN in addition to the above requirements.
- If leave has been understated or overstated use the [UNM Payroll Leave Adjustment Form](#).

Bi-Weekly Time Entry Adjustment Form

Banner ID:		Name:					
Position # & Suffix:		Dept.:			Org Code:		
Preparer:		Preparer Phone:			Date:		
Check One:		Banner Dept. Time Entry			LoboTime		
Pay Period #	Adjust (+ or -)	Hours	Earn Code	Shift	Rate	Index	Adjustment Description (Include date of original transaction)
2R____							

Employee's Signature _____ Date ___/___/___

Supervisor's Signature _____ Date ___/___/___

**Time Keeper/Approver or Time Manager's Signature _____

Deliver to: UNM Payroll Office at MSC01 1230

Payroll Office Use Only

Prepared by and Date:		Payroll Comments
PHAADJT by and Date:		
Intellichek by and Date:		
Check/DD Number:		