

# Payroll Accounting Adjustment

(Refer to Instructions for appropriate routing.)

## Identification

UO ID \_\_\_\_\_ Name \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Position \_\_\_\_\_ Suffix \_\_\_\_\_ E Class \_\_\_\_\_

## A. Search and Replace

Year	Pay No	Index	Fund	Org	Acct	Prog	Activity
From		Search For:					
To		Replace With:					

## B. Move Dollars

## C. Change LD %

Year	Pay No	Dollars	Year	Pay No	Index	Fund	Org	Acct	Prog	Activity
Old Dollar Spread			Use New LD % for future payrolls							
From			To							
Old LD %			Old FOAPA Index							
Total			New LD %							
New Dollar Spread			New FOAPA Index							
Total			Total							

## Justification

Authorization	Printed Name	Signature	Phone #	Date
Payroll Administrator				
Dean, Director, Dept Head				
Principal Investigator				
SPS Administrator				