Payroll Accounting Adjustment

HRIS — University Of Oregon

Note: OPE amounts (account 10901) move automatically with pay.

Employee Job

ID: 111-22-3333   **Name:** Flintstone (Last)   Fred (First)   R (Middle)

Position: B98765   **Suffix:** 00   **Employee Class:** CA Classified, OPEU Salaried, 1.0 FTE

A: Search and Replace the incorrect index, account or activity in the following past payrolls:

	Year	Pay No		Index	Fund	Org	Account	Program	Activity
From	1999	1	**Search For:**	DeptA					
To	1999	3	**Replace With:**	DeptB					

B: Move Dollars within the following past payrolls:

C: Change LD % for the following range of past payrolls:

	Year	Pay No
From		
To		

☐ **Use the New LD % for all future payrolls!**

Old Dollar Spread:

Year	Pay No	Dollars
Total		

Old LD: % — Old Index and Account (or FOAPA)

%	Index	Fund	Org	Account	Program	Activity

New Dollar Spread:

Year	Pay No	Dollars
Total		

New LD: % — New Index and Account (or FOAPA)

%	Index	Fund	Org	Account	Program	Activity

Justification (Required if transferring expenses to Federal Grants, include explanation for tardiness if expenses > 90 days old)

Services performed on a special project were not originally recorded against the correct Index.

Signature Block

	Print	Sign	Phone	Date
Dept Approval	Freida Payroll Administrat			

HRIS PAA 02/00