



Payroll Accounting Adjustment

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

Employee Job

ID: 111-22-3333 Name: Flintstone Fred R
Last First 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		Search For:					
To		Replace With:					

B: Move Dollars within the following past payrolls:

Old Dollar Spread:

Year	Pay No	Dollars
1999	1	\$1,000.00

Total

\$1,000.00

New Dollar Spread:

Year	Pay No	Dollars
1999	1	\$750.00
1999	1	\$250.00

Total

\$1,000.00

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

Year	Pay No
From	
To	

☐ Use the New LD % for all future payrolls!

Old LD: %

New LD: %

Old Index and Account (or FOAPA)

Index	Fund	Org	Account	Program	Activity
DeptA			10301		

New Index and Account (or FOAPA)

Index	Fund	Org	Account	Program	Activity
DeptA			10301		
DeptB			10301		

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

Dept Approval

Print

Freida Payroll Administrat

Sign

Phone

Date