



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:

	Year	Pay No
From	1999	4
To	1999	5

☒ Use the New LD % for all future payrolls!

Old Dollar Spread:

Year	Pay No	Dollars
Total		

Old LD:

%
100.00
100.00

Old Index and Account (or FOAPA)

Index	Fund	Org	Account	Program	Activity
DeptA			10301		

New Dollar Spread:

Year	Pay No	Dollars
Total		

New LD:

%
80.00
20.00
100.00

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)

Effort on a specific grant were not originally recorded with the correct labor distribution percentages.

Signature Block

	Print	Sign	Phone	Date
Dept Approval	Freida Payroll Administrat			