



# Payroll Accounting Adjustment

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

## Employee Job

ID: 123-45-6789 Name: Simpson John Jay  
Last First Middle  
Position: B89999 Suffix: 00 Employee Class: UA Unclass, Teach/Rsch, 9/10 mo, +.50 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
Total		

### New Dollar Spread:

Year	Pay No	Dollars
Total		

## C: Change LD %

for the following range of past payrolls:

	Year	Pay No
From	2000	1
To	2000	6

☒ Use the New LD % for all future payrolls!

### Old LD:

%
100.00
100.00

### New LD:

%
90.00
10.00
100.00

### Old Index and Account (or FOAPA)

Index	Fund	Org	Account	Program	Activity
DeptA	001100	222222	10101	01000	

### New Index and Account (or FOAPA)

Index	Fund	Org	Account	Program	Activity
DeptA	001100	222222	10101	01000	
	001100	222222	10101	01000	246820

## Justification

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

To appoint an employee for a 10% cost sharing obligation effective back in Jan 2000 and for future months.

## Signature Block

	Print	Sign	Phone	Date
Dept Approval	Dept Head or Designee		6-5555	15 July 2000