

UNIVERSITY OF RHODE ISLAND
REQUESTING ADJUSTMENTS TO IN-HOUSE PAYROLL DISTRIBUTIONS

Time and Effort Certifications

Time and Effort Certification documents will be distributed to Directors and Business Managers who will then allocate them to appropriate department personnel. Certifications reporting salaries that accurately represent effort will be signed by appropriate department personnel and returned through Directors and Business Managers to the Payroll Office.

Certifications reporting salaries that inaccurately represent effort must be corrected, signed, and forwarded to the department's Director or Business Manager with In-House Payroll Adjustment Forms.

In-House Payroll Adjustment Form

The In-House Payroll Adjustment Form will be the only document used to request distribution adjustments. Following are the steps that must be followed in processing requests for adjustment:

1. Immediately correct the appropriate Department Budget Table to prevent errors to future distributions. This step is not necessary for terminated jobs.
2. Complete an In-House Payroll Adjustment Form to request salary distribution corrections to charges that have been posted to the financial system. Request forms to change salary distributions originally charged to research activities must be accompanied by corrected and signed Time and Effort Certification forms (see Time and Effort Certifications above).
3. Attach copies of Internal Bi-Weekly Distribution reports for all pay periods effected by the request. This report can be accessed through Home > Define Business Rules > Define Commit Accounting(US) > Report > URI Pay Distribution. Incorrect charges should be noted on these reports. These copies will facilitate the timely and accurate adjustments to your chart field strings.
4. Submit the In-House Payroll Adjustment Forms with the URI Pay Distribution reports and Time and Effort Certifications (when appropriate) to the Payroll Office.
5. Incomplete or inappropriate requests will be returned to department personnel for corrections through Business Managers and Directors.
6. Payroll personnel will submit request effecting research activity to Grant and Contract Accounting for approval.

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7. Payroll personnel will send notifications of completed In-House Payroll Adjustments to Directors and Business Managers that identify journal entry reference numbers and processing dates.

Requests for adjustments will be processed through the Payroll Office as appropriate. Adjustments will appear as journal entries in the financial system and will not be reflected on payroll reports. Therefore, it is important for department personnel to maintain copies of all requests and the URI Pay Distribution reports submitted with them. These forms can then be matched with payroll's return notifications and filed. This procedure will provide department personnel with an audit trail for payroll adjustments posted to the financial system.

The Payroll Office will maintain a file of corrections processed with all appropriate back-up documents.