PAYROLL JOURNAL ENTRY FORM

UNIVERSITY OF SOUTH CAROLINA

Circle Applicable Items: Student   Faculty/Staff   Grant Funded Position

TO BE COMPLETED BY THE DEPARTMENT			
ID:	NAME (Last, First, Middle):		
Class:	Slot:		Home Dept:
Effective Date:	Department Name:		
Hours Per Week:	Supervisor's Name:		
Jusification/Notes:			
JE BEGIN DATE:		Please make certain that the dates are correct for the entry that needs to be processed! REMINDER: Payroll begins the 1st & 16th each month.	
JE END DATE:			

FROM ACCOUNTS				
DEPT	FUND	OBJECT CLASS	ANALYTICAL	SALARY AMOUNT

TO ACCOUNTS				
DEPT	FUND	OBJECT CLASS	ANALYTICAL	SALARY AMOUNT

SIGNATURES			
Initiated by:	Date:	Approved by:	Date:
Printed Name:		Printed Name:	
Contracts & Grants:		Date:	

PAYROLL USE ONLY	
Pay Basis:	Timecard Dist (TTV):
Payroll Signature:	Date Entered:

**Please see Page 2 for Instructions.

INSTRUCTIONS

NOTE: This form is to be used exclusively to move salary and fringe for any amounts that have already been paid to employees in prior pay periods. This form should NOT be used to request ongoing account changes. Account changes should continue to be processed on PBP 4/5 through Salary Administration.

NOTE: The Payroll JE form uses legacy department, fund, object class and analytical codes. The JE will post on the Accounting Intranet under the legacy numbers for reporting purposes by individual employee. PeopleSoft journal entries will be posted on an aggregate basis for all employees within a department/fund/account.

1. **Type:** Circle whether the form applies to a student employee position, a faculty/staff employee working on a permanent or temporary basis, or an employee working in a grant funded position.
2. **ID:** Enter the employee's USC ID.
3. **Name:** Enter the employee's name.
4. **Class:** Enter the employee's job class that the journal entry needs to correct.
5. **Slot:** Enter the employee's slot number that the journal entry needs to correct.
6. **Home Dept:** Enter the employee's assigned home dept number
7. **Effective Date:** Enter the date the journal entry needs to begin. Our pay periods begin on the 1st and 16th of each month.
8. **Department Name:** Enter the department name.
9. **Hours per week:** Enter the hours per week for the employee as it applies to the class & slot.
10. **Supervisor's name:** Enter the supervisor's name for the employee.
11. **Justification/Notes:** Enter any information needed to prepare the entry. In addition, if the fringe amount is included within the totals reported on this form, then a detailed explnation must be provided.
12. **JE Begin & End Date:** These dates are very important. Pay periods begin on the 1st and 16th of each month. Pay periods end on the 15th and last day of the month. Please try to use the beginning and end of the pay periods instead of dates in the middle of the pay period. If a different date needs to be used, list the reason in the jusitfication/notes box.
13. **From Accounts:** List the accounts that were originally charged the salary and fringe expense. Please list the correct dept/fund/object class. If any of these do not match how the expense was charged, the form will be rejected and sent back to the department. Please list the Salary Amount that needs to be moved. The applicable fringe amount associated with the salary reported will automatically be transferred as part of the journal entry. Please do not use a percentage. If the amount exceeds the actual amount charged to the account, the form will be rejected and sent back to the department.
14. **To Accounts:** List the dept/fund/object code where the expense need to be moved. The amounts need to equal the amounts that are listed in the From Account section. If they do not match, the form will be rejected and sent back to the department.
15. **Signatures:** The person initiating the journal entry needs to sign as well as the person in the department who approves these transactions. Please also print the names. BOTH SIGNATURES ARE REQUIRED.
16. **Contracts & Grants:** Payroll will send the form to Contracts & Grants Accounting if the request needs their approval. Please attach any justification C&G may need if the entry is past 90 days.
17. Once complete, send the form to the **Payroll Office** to the attention of the Payroll JE Team for processing. These forms can be sent through inter-campus mail or by email. The email address is PayJE@mailbox.sc.edu.