REMINDERS:

Planning:

*Any prior period adjustments needed after this date must be completed by budget end
June 13, 2013 - Payroll distribution adjustments for June 1st - 18th
June 7, 2013 - Payroll distribution adjustments through May 31st

College of Arts & Sciences PPA Year End Deadlines

Payroll Transfer/Prior Period Adjustment
PPA's for close of business in May - June 3, 2013

IMPORTANT DEADLINES
How to Request a Payroll Transfer/Prior Period Adjustment

- Faculty, Staff, Temporary Employee, Student Assistant, or Work Study - Submit to: Teresa Rucker ext. 3-5026
- Graduate Assistant and Part-Time Instructor – Submit to: Ellen Semple ext. 3-5029

➢ Faculty, Staff, Student Assistants, Work-Study, Fee-Based and Temporary Employees submit:

1. Generate ePAF – complete all tabs (except PAF Work)
   a. On PAF Misc tab, select “PPA” and enter detailed comments/justification, etc. in the Comments field.

2. Payroll Earnings Detail Sheet – PEDS (this is the Excel spreadsheet where you specify how much to move from one speedtype to the other(s). A template is available on the A&S HR website under Helpful Forms: http://www.cas.gsu.edu/171.html)

3. Attach a copy of the Approved ePAF

4. If charges are over 90 days, attach a copy of the Approved Cost Transfer Form.

➢ Faculty May/Summer payroll submit:

1. Generate ePAF – complete all tabs (except PAF Work)
   a. On PAF Misc tab, select “PPA” and enter detailed comments/justification, etc. in the Comments field.

2. Payroll Earnings Detail Sheet – PEDS (this is the Excel spreadsheet where you specify how much to move from one speedtype to the other(s). A template is available on the A&S HR website under Helpful Forms: http://www.cas.gsu.edu/171.html)

3. Attach a copy of the Approved ePAF or May/Summer Payroll Request Form*

4. If the charges are over 90 days, attach a copy of the Approved Cost Transfer Form.

*NOTE: For May/Summer PPAs – complete a May/Summer Payroll Request Form and submit with PEDS.

➢ Graduate Assistant/Part-Time Instructor:

1. PF2A/PF2B

2. Payroll Earnings Detail Sheet – PEDS (this is the Excel spreadsheet where you specify how much to move from one speedtype to the other(s). A template is available on the A&S HR website under Helpful Forms: http://www.cas.gsu.edu/171.html)

**Payroll Transfer/Prior Period Adjustment requests will be processed within 3 to 5 business days after receipt of all approvals and supporting documentation.**
# Payroll Earnings Detail Sheet

<table>
<thead>
<tr>
<th>Payperiod/Check Dt</th>
<th>EMPLID</th>
<th>Name</th>
<th>Speedtype</th>
<th>Move From Earnings</th>
<th>Move To Earnings</th>
<th>Check #</th>
<th>DeptID</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/15/2007</td>
<td>004563</td>
<td>Jones, Sam</td>
<td>COMPI</td>
<td>(500.00)</td>
<td></td>
<td>651372</td>
<td>111000000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>COMPR</td>
<td></td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>COMPI</td>
<td>(250.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I30</td>
<td></td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/31/2007</td>
<td>004563</td>
<td>Jones, Sam</td>
<td>COMPI</td>
<td>(500.00)</td>
<td></td>
<td>654930</td>
<td>111000000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>COMPR</td>
<td></td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>COMPI</td>
<td>(250.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I30</td>
<td></td>
<td>250.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:**

```
-1000.00  1000
```

**COMMENTS:**

Please correct the salary distribution for 7/13/07 and 7/31/07 payments. The two payments should reflect the following distribution:

- COMPI: -$500.00
- COMPR: $500.00
- COMPI: -$250.00
- I30: $250.00

**Total:**

```
$750.00
```

A copy of PAF is attached.

Submitted by: ______________________ Date: __________
Cassandra Brecklove - cbr@lawyers.com or Ext. 3-5030
Teresa Rucker - trucker@lawyers.com or Ext. 3-5026
Ellen Semple - esemple@lawyers.com or Ext. 3-5029
Ann Park - apr@lawyers.com or Ext. 3-5028

http://www.lawyers.com/as本田
Visit our website

FINGERPRINTS
ASSISTANCE AT YOUR