



Entering Payroll Journals

Payroll Journals are used to correct the university chartstring or sponsored account to which an individual's paycheck was originally charged. Payroll Journals must be entered after payroll has been processed and the individual has received payment. These journals transfer funds internally; they never change the amount that was paid to an individual on the paycheck in question.

Because payroll charges may affect other processes, such as fringe benefits or effort reporting, payroll-related journals must always be entered in and processed through myHR – they should never be entered directly in NU Financials.

OPTIONAL STEP: Adjust position funding

Prior to entering your journal, you may elect to update the myHR Position Funding page (non-temporary employees) or Temp Funding page (temporary employees).

Funding Changes are Recommended When:

- x The error that is prompting your journal may continue for future paychecks (e.g. the wrong chartstring will continue to be barged). In this case, you should update the funding fg7 (-0.n9. f 12 -0 0 12 45.3 (u)-0.8 (n)-0.7.2





ADDITIONAL DETAILS: Tracking workflow approvals

After the data enterer submits the journal, anyone with appropriate access can view the journal details, uploaded documentation, and workflow approval tracking.

Based on the grant and funding sources used in your transaction, your journal will proceed to one of the following approval paths

Tracking Workflow for In-Progress Journals

If your journal is in progress, you can view the completed and next approval levels on the Enter Journals page.

Organizational Development > Position Management > Enter Journals > Enter Journals

1. Search for the journal by Name or EmplID.
2. Review the bottom of the page for approval details:

Tracking information can also be found on the Track Journal by EmplID page:

Organizational Development > Position Management > Review Funding Info > Track Journals by EmplID/Deou8/41DeDg9



ADDITIONAL DETAIL: Deletion, approval, and limitations

Journal Deletion

A journal will be completely deleted and must be re-entered (including documentation, if needed) in the following circumstances:

1. the transaction is denied by any approver,
2. an Under 90 Day journal has become over 90 days without receiving full approval, or
3. an Over 90 Day journal has passed three months from date of entry without receiving full approval.

When a journal is deleted, the Data Enterer is notified by email (#1 above.) Users are responsible for tracking the progress of their journals and identifying when any have been deleted from the system.

Over 90 Day Journal Approvals

- x Approval of an Over 90 Day journal transaction by