

Submitted By: _____
Submitted Date: _____

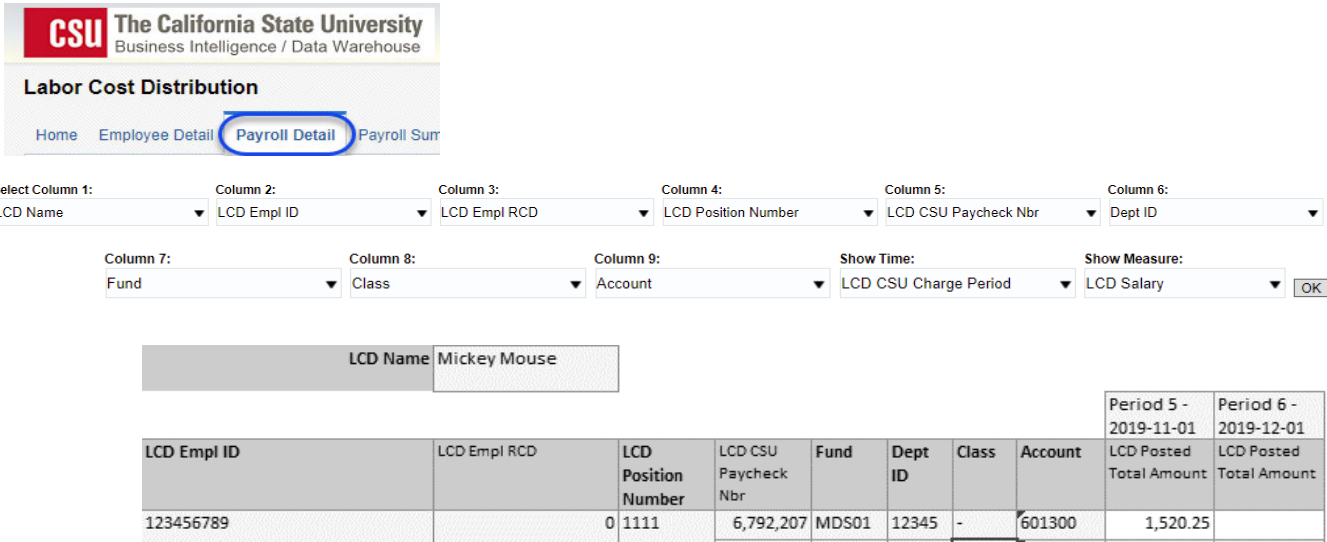
HR Adjustment Request Form

When to use this form:

Submit this form to correct payroll posted pay periods. HR adjustments are also known as LCD adjustments or payroll adjustments. These requests are submitted to the Budget Planning & Administration office. When completed, the adjustment will be visible in CMS Finance and FDW after the month has closed.

In lieu of, or, in addition to this form, you may attach an LCD report.

In FDW, run a Payroll Detail Report that would at a minimum capture the criteria below & include further details in your email. Here is screenshot as an example of a report to use:



CSU The California State University
Business Intelligence / Data Warehouse

Labor Cost Distribution

Home Employee Detail **Payroll Detail** Payroll Sum

Select Column 1: LCD Name
Column 2: LCD Empl ID
Column 3: LCD Empl RCD
Column 4: LCD Position Number
Column 5: LCD CSU Paycheck Nbr
Column 6: Dept ID
Column 7: Fund
Column 8: Class
Column 9: Account
Show Time: LCD CSU Charge Period
Show Measure: LCD Salary

LCD Name: Mickey Mouse

LCD Empl ID	LCD Empl RCD	LCD Position Number	LCD CSU Paycheck Nbr	Fund	Dept ID	Class	Account	Period 5 - 2019-11-01 LCD Posted Total Amount	Period 6 - 2019-12-01 LCD Posted Total Amount
123456789	0	1111	6,792,207	MDS01	12345	-	601300	1,520.25	

EMPLOYEE NAME

EMPLOYEE EMPL. ID & REC. #

EMPLOYEE POS. #

EMPLOYEE JOB CODE

ADJUSTMENT AMOUNT(S)

PAY PERIOD(S) TO BE ADJUSTED

Chartstring (old) to be adjusted from :

- - -
Dept. ID Fund Account Class Code

Chartstring (new) to be adjusted to :

- - -
Dept. ID Fund Account Class Code *Chartstring example: 47900-CL004-601300*

Brief explanation: