

HR Adjustment Request Form

When to use this form:

Submit this form to correct chartstrings for posted pay periods. HR adjustments are also known as LCD adjustments or payroll adjustments. HR Adjustment 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, 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:

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 & EMPL. ID	EMPLOYEE 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 example: 47900-MDS01-601300

Chartstring (new) to be adjusted to:

-	-	-	
Dept. ID	Fund	Account	Class Code

Chartstring example: 47900-CL004-601300-7030E

Comments / Notes: please type a quick explanation.