



Payroll Action Request Form Instructions

Instructions:

- Include department number (PS 'Home' department number) of the employee
- Include the department name
- Include the EMPL ID (formerly called the USC ID)
- Include the name of the employee
- Include the Employee Record (EMPL Record) to which you need to make changes. If you are making changes to more than one EMPL Record, please use separate forms for each.
- Check Yes/No if the employee is a student
- Include a justification as to why these changes are being made

Current/Future Payroll Accounting:

- Include an effective date in the future. It must be either the 1st or 16th of the month.
- FROM ACCOUNTS: Include the current distribution. Use the PeopleSoft chart field string.
- TO ACCOUNTS: Include the desired accounting information for future payroll. Use the PeopleSoft chart field string.
- Include either the amount or the percent of salary
- 100% of salary should be reflected. If using percentages, the percent must add to 100. If using amount, the total of the lines must equal the employee's base pay.

Initiator: Please include the name of the person preparing the document

Unit Head/ PI Signature: Please obtain the signature of the unit head. If grant funds are involved, please include the signature of the PI.

Payroll Action Form Examples

Employee Name: Snow White

EMPL ID: A12345678

EMPL Record: 0

12-month RGP on grants, gross salary is \$48,000

PI: Sleeping Beauty

Example 1:

In this example, today's date is May 15th. Snow White is an RGP in Chemistry who typically spends 50% of time on grant 1 and 50% of time on grant 2. Her gross salary per paycheck is \$2,000 and currently, her salary is split accordingly so that 50% (\$1,000) is charged to grant 1 and 50% (\$1,000) is charged to grant 2. For the month of April only, Sleeping Beauty requires Snow White to spend 75% (\$1,500) of her time on grant 1 and 25% (\$500) of her time on grant 2. The PI doesn't inform the HR coordinator of this change and just realized that the pay needs to be corrected for April 1 – April 30.

Solution: Complete the Payroll Retro Funding Change form, obtain signatures and send to caspayrl@mailbox.sc.edu. See Example 1

Example 2:

In this example, today's date is March 15th. Snow White is an RGP in Chemistry who typically spends 50% of time on grant 1 and 50% of time on grant 2. Her gross salary is \$48,000 and is split accordingly so that 50% (\$24,000) is charged to grant 1 and 50% (\$24,000) is charged to grant 2. Beginning the month of May and until further notice, Sleeping Beauty requires Snow White to spend 75% (\$36,000) of her time on grant 1 and 25% (\$12,000) of her time on grant 2.

Solution: Complete the PARF to reflect the correct salary distribution going forward, obtain signatures and send to caspayrl@mailbox.sc.edu. See Example 2.

Example 3:

In this example, today's date is May 2nd. Snow White is an RGP in Chemistry who typically spends 50% of time on grant 1 and 50% of time on grant 2. Her salary is split accordingly so that 50% (\$1,000) is charged to grant 1 and 50% (\$1,000) is charged to grant 2. Beginning with the month of April, Sleeping Beauty required Snow White to spend 75% of her time on grant 1 and 25% of her time on grant 2. This percent of time will continue until further notice.

Solution: Complete both a Retro Funding Change Form and a PARF correct payroll already posted and reflect the correct salary distribution going forward. See Example 3.

Example 4:

In this example, today's date is March 15th. Snow White is an RGP in Chemistry who typically spends 50% of time on grant 1 and 50% of time on grant 2. Her salary is split accordingly so that 50% is charged to grant 1 and 50% is charged to grant 2. From May 1 to June 30, Sleeping Beauty requires Snow White to spend 75% of her time on grant 1 and 25% of her time on grant 2. On July 1st, her allocation will return to 50% on grant 1 and 50% on grant 2.

Solution: Complete two PARF forms. The first PARF form will reflect the desired salary distribution beginning May 1st. Because there is no end date, another form must be completed to reflect the desired salary split beginning July 1st. See Example 4.

EXAMPLE 1



PAYROLL RETRO FUNDING CHANGE

TO BE COMPLETED BY THE DEPARTMENT

USC ID: A12345678	NAME: (Last, First, Middle) White, Snow
EMPL RECORD: 0	HOME DEPT#: Chemistry
DEPARTMENT NAME: Chemistry	
JUSTIFICATION/NOTES: Record effort to correct grant	

PAYCHECK DATE:	04/15/2019
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CURRENT DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,000.00
CL071	130200	F1000	51200	202	USCSP	10003199			1,000.00
TOTAL RETRO FUNDING CHANGE									2,000.00

NEW DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,500.00
CL071	130200	F1000	51200	202	USCSP	10003199			500.00
TOTAL RETRO FUNDING CHANGE									2,000.00

PAYCHECK DATE:	04/30/2019
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CURRENT DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,000.00
CL071	130200	F1000	51200	202	USCSP	10003199			1,000.00
TOTAL RETRO FUNDING CHANGE									2,000.00

NEW DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,500.00
CL071	130200	F1000	51200	202	USCSP	10003199			500.00
TOTAL RETRO FUNDING CHANGE									2,000.00

PAYCHECK DATE:	
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CURRENT DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
TOTAL RETRO FUNDING CHANGE									0.00

NEW DISTRIBUTION

OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
TOTAL RETRO FUNDING CHANGE									0.00

SIGNATURES

Initiated by:	Date:	Approved by:	Date:
Printed Name:		Printed Name:	
Grants & Funds Management:		Date:	

CONTROLLER'S OFFICE USE ONLY

Printed Name:	Date Entered:
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Example 2

Email form to caspayrl@mailbox.sc.edu

Current/Future Payroll Accounting ¹ ONLY ²	
Dept. # 130200	Dept. Name: Chemistry
EMPL ID: A12345678	Name (Last, First, Middle): White, Snow
EMPL Record: 0	Student? YES <input type="radio"/> NO <input checked="" type="radio"/>
Justification/Notes: Record effort to correct grant	

Effective date: 5/1/19

FROM ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			24000
130200	F1000	51200	202	10003199			24000

TO ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			36000
130200	F1000	51200	202	10003199			12000

1. If this is a current/future payroll accounting change for a specific time period (i.e. for fall semester only), include another payroll accounting form with the effective date and relevant information for the subsequent accounting change (i.e. for spring semester).
2. Please use the [Payroll Retro Funding Change Form](#) to make account changes to payroll that has already posted, and submit to caspayrl@mailbox.sc.edu.

Initiator Name:	Date:
Unit Head Signature:	Date:
PI Signature (if applicable):	Date:

Current/Future Payroll Accounting ¹ ONLY ²	
Dept. # 130200	Dept. Name: Chemistry
EMPL ID: A12345678	Name (Last, First, Middle): White, Snow
EMPL Record: 0	Student? YES <input type="radio"/> NO <input checked="" type="radio"/>
Justification/Notes: Record effort to correct grant	

Effective date: 5/16/19

FROM ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			24000
130200	F1000	51200	202	10003199			24000

TO ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			36000
130200	F1000	51200	202	10003199			12000

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2. Please use the [Payroll Retro Funding Change Form](#) to make account changes to payroll that has already posted, and submit to caspayrl@mailbox.sc.edu.

Initiator Name:	Date:
Unit Head Signature:	Date:
PI Signature (if applicable):	Date:

EXAMPLE 3 - part 2



PAYROLL RETRO FUNDING CHANGE

TO BE COMPLETED BY THE DEPARTMENT	
USC ID: A12345678	NAME: (Last, First, Middle) White, Snow
EMPL RECORD: 0	HOME DEPT#: Chemistry
DEPARTMENT NAME: Chemistry	
JUSTIFICATION/NOTES: Record effort to correct grant	

PAYCHECK DATE:	04/15/2019
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CURRENT DISTRIBUTION									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,000.00
CL071	130200	F1000	51200	202	USCSP	10003199			1,000.00
									TOTAL RETRO FUNDING CHANGE
									2,000.00

NEW DISTRIBUTION									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,500.00
CL071	130200	F1000	51200	202	USCSP	10003199			500.00
									TOTAL RETRO FUNDING CHANGE
									2,000.00

PAYCHECK DATE:	04/30/2019
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CURRENT DISTRIBUTION									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,000.00
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NEW DISTRIBUTION									
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CL071	130200	F1000	51200	202	USCSP	10003199			500.00
									TOTAL RETRO FUNDING CHANGE
									2,000.00

PAYCHECK DATE:	05/15/2019
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CURRENT DISTRIBUTION									
OPER UNIT	DEPT	FUND	ACCOUNT	CLASS	BUSINESS UNIT	PROJECT #	COST SHARE	COMBO CODE	AMOUNT
CL071	130200	F1000	51200	202	USCSP	10003621			1,000.00
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									TOTAL RETRO FUNDING CHANGE
									2,000.00

SIGNATURES	
Initiated by:	Date:
Approved by:	Date:
Printed Name:	Printed Name:
Grants & Funds Management:	Date:
CONTROLLER'S OFFICE USE ONLY	
Printed Name:	Date Entered:

Current/Future Payroll Accounting ¹ ONLY ²	
Dept. # 130200	Dept. Name: Chemistry
EMPL ID: A12345678	Name (Last, First, Middle): White, Snow
EMPL Record: 0	Student? YES <input type="radio"/> NO <input checked="" type="radio"/>
Justification/Notes: Record effort to correct grant	

Effective date: 5/1/19

FROM ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			24000
130200	F1000	51200	202	10003199			24000

TO ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
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2. Please use the [Payroll Retro Funding Change Form](#) to make account changes to payroll that has already posted, and submit to caspayrl@mailbox.sc.edu.

Initiator Name:	Date:
Unit Head Signature:	Date:
PI Signature (if applicable):	Date:

Example 4 - part 2

Email form to caspayrl@mailbox.sc.edu

Current/Future Payroll Accounting ¹ ONLY ²	
Dept. # 130200	Dept. Name: Chemistry
EMPL ID: A12345678	Name (Last, First, Middle): White, Snow
EMPL Record: 0	Student? YES <input type="radio"/> NO <input checked="" type="radio"/>
Justification/Notes: Record effort to correct grant	

Effective date: 7/1/19

FROM ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
130200	F1000	51200	202	10003621			36000
130200	F1000	51200	202	10003199			12000

TO ACCOUNTS

DEPT	FUND	ACCOUNT	CLASS	PROJECT	PERCENT	COST SHARE	SALARY AMOUNT
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Initiator Name:	Date:
Unit Head Signature:	Date:
PI Signature (if applicable):	Date: