

# Web Payroll Correction Approval

# Learning Objectives

- Pull up a Payroll Correction in CUBS
- View payroll distribution corrections
- Approve payroll distribution corrections
- Delete payroll distribution corrections

Payroll Correction Approval allows budget center personnel to approve departmental web payroll distribution corrections.

After completing this course, budget center personnel should be able to access, view, approve, or delete payroll distribution corrections in CUBS.

# Payroll Correction Approval Location

PeopleSoft® [Home](#)

**Menu**

Search:

- My Favorites
- Project Management
- Accounts Payable
- CU\_CUSTOM
  - CU Facilities Billing
  - Accounts Payable
- General Ledger
  - Budgets
  - Interfaces
  - Inquire
  - Reports
- Updates
  - Procurement Liaison Update
  - Default Procurement Charges
  - Send Procure Load Email
  - Send Procure Defaulted Email
  - Web Pay Corrections**
  - Allocation Journal Line Amts

### Web Pay Corrections

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

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Search by:  begins with

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

The Approval Screen is located in the CUBS Financial Database at:  
CU\_Custom – General Ledger – Updates – Web Pay Corrections

# Payroll Journal Correction Screen

PeopleSoft. Home

Menu

Search: [ ] [ ]

- > My Favorites
- > Project Management
- > Accounts Payable
- > CU\_CUSTOM
  - ▷ CU Facilities Billing
  - ▷ Accounts Payable
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    - ▷ Budgets
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    - [Procurement Liaison Update](#)
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    - **Web Pay Corrections**
    - [Allocation Journal Line Amts](#)
  - ▷ P-Card
  - ▷ Billing and Receivables
  - ▷ CU Projects

### Web Pay Corrections

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search by:** Journal ID [ ] begins with [ ]

[Search](#) [Advanced Search](#)

### Search Results

View All First [ ] 1-100 of 116 [ ] Last

| Journal ID                 | Journal Date | Reference Number |
|----------------------------|--------------|------------------|
| <a href="#">PRC9180901</a> | 07/01/2009   | 036090           |
| <a href="#">PRC0977008</a> | 06/30/2009   | 017471           |
| <a href="#">PRC0977007</a> | 06/30/2009   | 015293           |
| <a href="#">PRC0977011</a> | 06/30/2009   | 007392           |
| <a href="#">PRC0977009</a> | 06/30/2009   | 042479           |
| <a href="#">PRC0977005</a> | 06/30/2009   | 015293           |
| <a href="#">PRC0977004</a> | 06/30/2009   | 007392           |
| <a href="#">PRC0977006</a> | 06/30/2009   | 015293           |
| <a href="#">PRC0977002</a> | 06/30/2009   | 007392           |

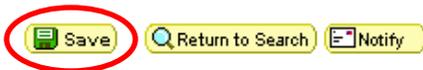
After clicking on Web Pay Corrections, this screen will appear. Payroll Correction journals should be identifiable by the “PRC” prefix, then a four digit department number, then a unique three character sequence number. Example: PRC5308001 with 5308 being the department number and 001 being the sequence number. You can enter a specific journal ID or a portion of a journal ID (ie. PRC5308 to pull up all corrections for department 5308) in the “Search by:” box. You can also click “Search” to pull up all Payroll Correction journals currently pending approval.

# Approve the Correction

## Web Pay Correction

|   |                                 |  |
|---|---------------------------------|--|
| <b>Business Unit:</b> CU  | <b>Journal ID:</b> PRC0977101   | <b>Action</b><br><input checked="" type="radio"/> Hold<br><input type="radio"/> Approved<br><input type="radio"/> Delete |
| <b>Source:</b> PRC  | <b>Journal Date:</b> 06/30/2009 |  |
| <b>Reference Number:</b> 042479   |                                 |  |
| <b>Description:</b><br>Correct Payroll Distribution To Correct Journal ID HRP0977KJL for 5/15/2009. |                                 |  |

| Line | Fund | Prog | Acct | Org  | Sub Class | Project | Monetary Amount |   |   |
|------|------|------|------|------|-----------|---------|-----------------|---|---|
| 1    | 20   | 201  | 5157 | 0977 | 230       | 2006778 | -2111.020       | + | - |
| 2    | 20   | 201  | 5157 | 0977 | 230       | 2007301 | 2111.020        | + | - |
| 3    | 20   | 201  | 5221 | 0977 | 230       | 2006778 | -692.410        | + | - |
| 4    | 20   | 201  | 5221 | 0977 | 230       | 2007301 | 692.410         | + | - |



After selecting a Journal ID, this screen will appear.

The Hold radio button is used to keep the correction here without accepting it. Hold is the default. The correction will not be processed if Hold is selected.

The Approved radio button is used to approve the correction. Processes are run nightly. If "Approved" is selected, the correction will be processed that night.

The Delete radio button is used to delete the correction. The user will have to recreate the payroll correction if Delete is selected.

Click on the Save icon if Approved or Delete were selected.