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.
The Approval Screen is located in the CUBS Financial Database at:
CU_Custom – General Ledger – Updates – Web Pay Corrections
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

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.