

REQUEST FOR PAYROLL HISTORY ADJUSTMENT FORM PROCEDURE

Purpose:

The Request for Payroll History Adjustment form is used to adjust Employee taxes and benefits in pay history.

Scenarios that require a PHA:

- Employee was overpaid
- STRS/PERS need to be adjusted including adjustments to OASDI
- Pay lines coded incorrectly

Transfers (TF's) will be necessary to adjust the Employer portion of PERS, STRS, OASDI and MEDI. If STRS/PERS are involved, OASDI and MEDI will be adjusted when balancing STRS and PERS. If STRS/PERS are not involved in the PHA, EBS will be making the adjustment.

Note: Federal and state taxes do NOT get adjusted via PHA since those taxes are accounted for in the employee tax returns.

Procedure:

1. Complete form PR002.2 Request for Payroll History Adjustment (top four sections)
2. Print and attach the Warrant Detail from QSS that pertains to the adjustment.
3. Scan and submit to the EBS Accountant.
4. EBS Accountant will notify district of adjustment.
5. District will confirm adjustment is correct and notify EBS if correction is needed.
6. If the net amount being adjusted is negative, the employee will need to be invoiced by the district.
7. If the net amount being adjusted is positive, the district will refund the employee through payroll. If at calendar year end, EBS will issue the refund to the employee and notify the district.