

# PRIOR PAYROLL COSTING ADJUSTMENTS FORM

## FOR POSTED PAYROLL COSTING ALLOCATION ADJUSTMENTS

This form is to adjust prior payroll costing allocations only. This does not impact payroll checks or direct deposits. Do not use this form for future costing allocation changes – the task “Assign Costing Allocation” should be submitted through Workday. If you have any questions on costing allocations or general payroll questions, please contact the Human Resources Office at ext. 5470 or [talent@wpi.edu](mailto:talent@wpi.edu).

## PAYROLL ACCOUNTING ADJUSTMENT FOR POSTED PAYROLL RESULTS

Employee Name: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Pay Period Beginning: \_\_\_\_\_ Dollar or % to Adj: \_\_\_\_\_

Pay Period Ending: \_\_\_\_\_ *Enter 100% if entire pay to be adjusted*

*Refer to WPI Payroll Calendar for valid date ranges*

### CURRENT WORKTAGS

(XXX-FD) Fund: \_\_\_\_\_

(XXXX-CC) Cost Center: \_\_\_\_\_

(XXXXX-GR) Grant: \_\_\_\_\_

(XXXXX-GF) Gift: \_\_\_\_\_

(XXXX-DE) Designee: \_\_\_\_\_

(XXXX-AC) Activity: \_\_\_\_\_

### PROPOSED WORKTAGS

Fund: \_\_\_\_\_

Cost Center: \_\_\_\_\_

Grant: \_\_\_\_\_

Gift: \_\_\_\_\_

Designee: \_\_\_\_\_

Activity: \_\_\_\_\_

## ADJUSTMENT REASON

Please provide additional comments regarding the adjustment. If the adjustment is over 90 days old on a grant worktag, an [additional form](#) may be required. Please contact the Sponsored Programs Accounting Office at ext. 5702.

FOR GRANT WORKTAGS, SUBMIT COMPLETED FORM TO [GRANTACCOUNTING@WPI.EDU](mailto:GRANTACCOUNTING@WPI.EDU)

FOR ALL OTHER WORKTAGS, SUBMIT COMPLETED FORM TO [ACCOUNTING@WPI.EDU](mailto:ACCOUNTING@WPI.EDU)