

**Finance Division
Policies and Procedures**

AUTHORITY

Federal Rev. Statutes Admin Code LSU System **HCSD**

CITATION: Submitting a HR Correcting Journal Request for corrections involving multi fund HR journals

PROCEDURE NAME: Multi Fund HR Journal Corrections (PAYROLL EXPENSES ONLY)

PURPOSE: To provide HQ Central Office with documentation to post HR correcting journals involving multiple funds resulting from payroll allocations and/or reclassification to a grant/project. (ONLY PAYROLL EXPENSE ACCOUNTS)

RESPONSIBLE PERSON	ACTION STEPS
Hospital Accounting Staff	Identify necessary correcting HR journals that will involve multiple funds.
Hospital Accounting Staff	Prepare the HR Correcting Journal Request form for identified entries. Complete the following information on page 1: <ol style="list-style-type: none"> 1. Business Unit name 2. Journal Date 3. Account 4. Fund 5. Department 6. Project (if applicable) 7. Amount
Hospital Accounting Staff	Complete the following information in the Journal Line Description Information portion of the spreadsheet: <ol style="list-style-type: none"> 1. Original HR Journal ID

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RESPONSIBLE PERSON	ACTION STEPS
Hospital Accounting Staff	2. Original HR Journal Date 3. Original HR Pay Period Ending Date 4. Employee ID For Cash Lines on the Journal, you may reference the Original HR Journal, Pay Period Ending Date and Employee ID.
Hospital Accounting Staff	Complete the following information on page 2 of the form: 1. Original Journal ID 2. Original Journal Date 3. Original Journal Line Number 4. Employee ID 5. Description
Hospital Accounting Staff	Add the Hospital name (abbreviation) and current date to the file name when saving the file to include a five character Hospital/Unit Name. For example: EKLMC_20071031_08_HR_JRNL_CORR_FORM_080128.xls
Hospital Accounting Staff	Update files in order to retain supporting documentation for journals
Hospital Accounting Staff	Submit form to HQ Central Office by emailing to group address of HQ-CORRECTING-JRNLS
HCSD Financial Reporting Analyst	HQ will assign Correction Journal ID number and post the journal
HCSD Financial Reporting Analyst	HQ will send confirmation email to hospital at the time the entry is posted

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RESPONSIBLE PERSON	ACTION STEPS
HCSD Financial Reporting Analyst	Note: If HQ discovers that a hospital employee is in the wrong business unit, then HQ will prepare the correcting journal and adjust all liability, expense, and cash accounts.
Hospital Accounting Staff	<p>Notes:</p> <ol style="list-style-type: none"> 1. HRC8XXXXXX journals with a HR journal source should only post to expense accounts 501000-519999. Coding should not be to any other expense account not within this range except for account 561700, Dependency and Housing Allowance. 2. HR journals between funds should be coded to accounts 509999 (representing any payroll expense account from 501000 thru 509998) thru 519999 (representing any payroll expense account from 510000 thru 519998). 3. Corrections within the real payroll account within fund 111, for example account 502000, should only be to correct specific coding such as Department ID change or an Earning Suspense Correction for account 509899. 4. Please submit a distinct spreadsheet (HR Correcting Journal Request) for each correction.