

Finance Division
Policies and Procedures

AUTHORITY

Federal	Rev. Statutes	Admin Code	LSU System	HCSD
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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 supporting documentation and previously posted HR journals/journal lines that need to be moved between funds for a General Ledger Business Unit.
Hospital Accounting Staff	Prepare and submit the excel worksheet HR_JRNL_CORR_FORM_revised.xls to HQ Finance via e-mail address "HQ-CORRECTING-JRNLS" to be loaded and posted.
Hospital Accounting Staff	<p>Prepare the HR Correcting Journal Request form for identified entries. Complete the following information on page 1:</p> <ol style="list-style-type: none"> 1. PS GL Business Unit name 2. Journal Date 3. Correction Journal ID (Will be completed by HCSD Finance Staff) 4. Account 5. Fund 6. Department 7. Project (if applicable) 8. Amount <p>All of these fields mentioned above are on the HR Correcting Journal Request Portion of the form. Do not complete any of the fields "shaded" gray. They are either populated from another cell or formula in the spreadsheet.</p>

RESPONSIBLE PERSON	ACTION STEPS
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Hospital Accounting Staff	<p>The Cash Lines for the Journal should be completed on Lines 1 and 2. Complete Account, Fund and Amount for “111” and Account, Fund, Project and Amount for any restricted Funds. The description column will be self-completing.</p> <p style="text-align: center;">LSU HEALTH SYSTEM <small>HEALTH CARE SERVICES DIVISION</small></p> <p style="text-align: center;"><i>HR Correcting Journal Request</i></p> <p>PS GL Business Unit: <u>EKLMC</u> (A1 C101-P1010)</p> <p>Journal Date: <u>3/5/2010</u></p> <p>Correction Journal ID: _____ (To be Assigned by HQ Finance) <small>Form Rev 1</small></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Business Unit</th> <th>Ledger</th> <th>Account</th> <th>Fund</th> <th>Department</th> <th>Prog</th> <th>Class</th> <th>Project</th> <th>Currency Code</th> <th>Amount</th> <th>Journal Line Description (Do not</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EKLMC</td> <td>ACTUALS</td> <td>110207</td> <td>111</td> <td></td> <td></td> <td></td> <td></td> <td>USD</td> <td>1,500.00</td> <td>Adj_Cash_Eq_Transfer_Funds_111</td> </tr> <tr> <td>2</td> <td>EKLMC</td> <td>ACTUALS</td> <td>110207</td> <td>115</td> <td></td> <td></td> <td>201000199X</td> <td></td> <td>USD</td> <td>(1,500.00)</td> <td>Adj_Cash_Eq_Transfer_Funds_115</td> </tr> <tr> <td>3</td> <td>EKLMC</td> <td>ACTUALS</td> <td></td> <td></td> <td></td> <td></td> <td>95001 01010</td> <td></td> <td>USD</td> <td></td> <td></td> </tr> </tbody> </table>		Business Unit	Ledger	Account	Fund	Department	Prog	Class	Project	Currency Code	Amount	Journal Line Description (Do not	1	EKLMC	ACTUALS	110207	111					USD	1,500.00	Adj_Cash_Eq_Transfer_Funds_111	2	EKLMC	ACTUALS	110207	115			201000199X		USD	(1,500.00)	Adj_Cash_Eq_Transfer_Funds_115	3	EKLMC	ACTUALS					95001 01010		USD		
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Hospital Accounting Staff	<p>Complete the following information in the Journal Line Description Information portion of the spreadsheet:</p> <ol style="list-style-type: none"> 1. Original HR Journal ID (10 Characters) 2. Original Journal Date (6 Characters) The original HR Journal Date should be in the following format “YYMMDD” – Example: 100228 equals to 2010-02-28. This will allow the journal line description (which is limited to 30 characters) to contain as much reference information as possible 3. Original Journal Line number (4 Characters max) 4. Employee ID (7 Characters max) <div style="background-color: #cccccc; padding: 5px; text-align: center; margin: 10px 0;"> Journal Line Description Information <small>(This Section is completed for the 30 Character Line Description)</small> </div> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Original HR Journal ID</th> <th>Original HR Journal Date YYMMDD</th> <th>Original HR Journal Line Number</th> <th>Employee ID</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>If multiple employees/journal lines are to be corrected, summarize the Cash Lines on the HR Correcting Journal Request Portion of the form.</p>		Original HR Journal ID	Original HR Journal Date YYMMDD	Original HR Journal Line Number	Employee ID	1					2					3					4				
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Hospital Accounting Staff	<p>Complete the following information on page 3 of the form:</p> <ol style="list-style-type: none"> 1. Original HR Journal ID 2. Original HR Journal Date 3. Original HR Journal Line Number 4. Employee ID 5. Description (The Header Field allows 250 characters) <p>LSU HEALTH SYSTEM HEALTH CARE SERVICES DIVISION</p> <p><i>HR Correcting Journal Request</i></p> <p>PS GL Business Unit: EKLMC (All Caps-Please)</p> <p>Journal Date: <u>3/5/2010</u></p> <p>Correction Journal ID: _____ (To be Assigned by HQ Finance)</p> <table border="1" data-bbox="662 1031 1453 1283"> <thead> <tr> <th></th> <th>Business Unit</th> <th>Ledger</th> <th>Account</th> <th>Fund</th> <th>Department</th> <th>Prog</th> <th>Class</th> <th>Project</th> <th>Currency Code</th> <th>Amount</th> <th>Journ</th> </tr> </thead> <tbody> <tr><td>41</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr><td>42</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr><td>43</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr><td>44</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr><td>45</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr><td>46</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr><td>47</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr><td>48</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr><td>49</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr><td>50</td><td>EKLMC</td><td>ACTUALS</td><td></td><td></td><td></td><td>95001</td><td>61010</td><td></td><td>USD</td><td></td><td></td></tr> <tr> <td colspan="10" style="text-align: right;">Total</td> <td>0.00</td> <td></td> </tr> </tbody> </table> <p>Documentation for Single Journal Correcting Journal</p> <p>Original HR Journal ID: Original HR Journal Date: Original HR Journal Line Number: Employee ID:</p> <p>Description: TO MOVE HR/PAYROLL EXPENSES FROM FUND 111 TO FUND</p>		Business Unit	Ledger	Account	Fund	Department	Prog	Class	Project	Currency Code	Amount	Journ	41	EKLMC	ACTUALS				95001	61010		USD			42	EKLMC	ACTUALS				95001	61010		USD			43	EKLMC	ACTUALS				95001	61010		USD			44	EKLMC	ACTUALS				95001	61010		USD			45	EKLMC	ACTUALS				95001	61010		USD			46	EKLMC	ACTUALS				95001	61010		USD			47	EKLMC	ACTUALS				95001	61010		USD			48	EKLMC	ACTUALS				95001	61010		USD			49	EKLMC	ACTUALS				95001	61010		USD			50	EKLMC	ACTUALS				95001	61010		USD			Total										0.00	
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Hospital Accounting Staff	<p>Add the PS/GL Business Unit (abbreviation) and current date to the file name when saving the file. For example:</p> <p>EKLMC_HR_JRNL_CORR_FORM_20100305.XLS</p>																																																																																																																																																
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HCSD Financial Reporting Analyst	<p>HQ will assign the HR Correction Journal ID number and post the journal.</p>																																																																																																																																																
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RESPONSIBLE PERSON	ACTION STEPS
HCSD Financial Reporting Analyst	<p>Note: If HQ discovers that a hospital employee is in the wrong business unit during the initial reconciliation of the HR/Payroll Interface to General Ledger, HQ Finance will prepare the HR correcting journal and adjust all liability, expense, and cash accounts accordingly. These specific HR correcting journals will be distributed on the weekly e-mail notification that the Bi-Weekly, Monthly, or Off-Cycle Payroll has been processed.</p>
Hospital Accounting Staff	<p>Notes:</p> <ol style="list-style-type: none"> 1. HRCFYXXXXX 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 accounts 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. If the Journal Line for the employee submitted on the HR Correcting Journal represents a % (percentage) of their salary or benefit for that line, please identify that percentage in the e-mail or documentation submitted.