



LSU Health

**Health Care Services Division
Finance Policies and Procedures**

Retrieval Name
HR Correcting Journal procedure.docx
Page 1 of 4
Issue/Rev Date: 02/16/2011
Originator: HCSD Finance
Supersedes: _____

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 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.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>



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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> <div style="text-align: center;">  <p>Health Care Services Division HR Correcting Journal Request</p> <p>PS DL Business Unit: _____ (HCAHS-FRAX)</p> <p>Journal Date: _____</p> <p>Correction Journal ID: _____ (To be Assigned by HC Finance)</p> <p style="font-size: small; text-align: right;">HR_FHC_CORR_FORM_011021016 Form Revised February 16, 2011</p> </div> <table border="1" data-bbox="683 865 1479 947"> <thead> <tr> <th></th> <th>Business Unit</th> <th>Layer</th> <th>Account</th> <th>Fund</th> <th>Department</th> <th>Proj</th> <th>Class</th> <th>Project</th> <th>Currency Code</th> <th>Amount</th> <th>Journal Line Description (Do not type here)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>ACTUALS</td> <td>110207</td> <td>111</td> <td></td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>HR_CASH_EXP_TRANF_FUND_111</td> </tr> <tr> <td>2</td> <td>0</td> <td>ACTUALS</td> <td>110207</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>USD</td> <td></td> <td>HR_CASH_EXP_TRANF_FUND</td> </tr> <tr> <td>3</td> <td>0</td> <td>ACTUALS</td> <td></td> <td></td> <td></td> <td>9000</td> <td>0100</td> <td></td> <td>USD</td> <td></td> <td></td> </tr> </tbody> </table>		Business Unit	Layer	Account	Fund	Department	Proj	Class	Project	Currency Code	Amount	Journal Line Description (Do not type here)	1	0	ACTUALS	110207	111					USD		HR_CASH_EXP_TRANF_FUND_111	2	0	ACTUALS	110207						USD		HR_CASH_EXP_TRANF_FUND	3	0	ACTUALS				9000	0100		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="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Journal Line Description Information</p> <p style="text-align: center; font-size: small;">(This Section is completed for the 30 Character Line Description)</p> <table border="1" data-bbox="646 1648 1149 1829"> <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> </div> <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) <div style="text-align: center;">  Health Care Services Division HR Correcting Journal Request <small>PS/GL Business Unit: _____ (H4CSP-9-KAS)</small> <small>Journal Date: _____</small> <small>Correction Journal ID: _____ (To be Assigned by HQ Finance)</small> </div> <table border="1" data-bbox="665 1024 1511 1245"> <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 copy/ paste)</th> </tr> </thead> <tbody> <tr><td>41</td><td>D</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>D</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>D</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>D</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>D</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>D</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>D</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>D</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>D</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>D</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></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td></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	Journal Line Description (Do not copy/ paste)	41	D	ACTUALS				95001	61010		USD			42	D	ACTUALS				95001	61010		USD			43	D	ACTUALS				95001	61010		USD			44	D	ACTUALS				95001	61010		USD			45	D	ACTUALS				95001	61010		USD			46	D	ACTUALS				95001	61010		USD			47	D	ACTUALS				95001	61010		USD			48	D	ACTUALS				95001	61010		USD			49	D	ACTUALS				95001	61010		USD			50	D	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>																																																																																																																																																
Hospital Accounting Staff	<p>Retain supporting documentation for journals.</p>																																																																																																																																																
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HCSD Financial Reporting Analyst	<p>HQ will assign the HR Correction Journal ID number and post the journal.</p>																																																																																																																																																



RESPONSIBLE PERSON	ACTION STEPS
HCSD Financial Reporting Analyst	HQ will send confirmation email to the hospital at the time the entry is posted. The BU can print the journal from the Reporting Database via the Crystal Report Launcher the day after the Journal is posted.
HCSD Financial Reporting Analyst	<p>Note:</p> <p>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.