



### PAYROLL JOURNAL ENTRY FORM

Circle Applicable Items: Student Faculty/Staff Grant Funded Position Other

TO BE COMPLETED BY THE DEPARTMENT								
USC ID:			NAME: (Last, First, Middle)					
Class:			Slot:			Home Dept:		
Effective Date:			Department Name:					
Hours Per Week:			Supervisor's Name:					
Jusification/Notes:								
JE BEGIN DATE:					Please make certain that the dates are correct for the entry that needs to be processed! REMINDER: Payroll begins the 1st & 16th each month, and ends on the 15th and 30th/31st of each month.			
JE END DATE:								
FROM ACCOUNTS								
LEGACY								
DEPT	FUND	OBJECT CLASS	ANALYTICAL		SALARY AMOUNT			
PEOPLESFT								
OPER UNIT	DEPT	FUND	CLASS	ACCOUNT	PROJ. UNIT	PROJECT	COST SHARE	SALARY AMOUNT
TO ACCOUNTS								
LEGACY								
DEPT	FUND	OBJECT CLASS	ANALYTICAL		SALARY AMOUNT			
PEOPLESFT								
OPER UNIT	DEPT	FUND	CLASS	ACCOUNT	PROJ. UNIT	PROJECT	COST SHARE	SALARY AMOUNT
SIGNATURES								
Initiated by:			Date:		Approved by:			Date:
Printed Name:					Printed Name:			
Contracts & Grants:					Date:			
PAYROLL USE ONLY								
Payroll Signature:					Date Entered:			

## INSTRUCTIONS

**NOTE:** This form is to be used exclusively to move salary and fringe **recorded prior to April 1, 2019**. To move salary and fringe paid to employees after March 31, 2019 please use the PeopleSoft HCM "Retro Pay" process under the EPAF workcenter.

**NOTE:** The Payroll JE form will use both legacy department, fund, object class and analytical codes and PeopleSoft account structure. The JE will post on the Accounting Intranet under the legacy numbers for reporting purposes by individual employee and a PeopleSoft journal entry will be posted on an aggregate basis for all employees within a department/fund/account.

1. **Type:** Circle whether the form applies to a student employee position, a faculty/staff employee working on a permanent or temporary basis, or an employee working in a grant funded position.
2. **ID:** Enter the employee's USC ID.
3. **Name:** Enter the employee's name.
4. **Class:** Enter the employee's job class that the journal entry needs to correct.
5. **Slot:** Enter the employee's slot number that the journal entry needs to correct.
6. **Home Dept:** Enter the employee's assigned legacy 5 digit home dept number
7. **Effective Date:** Enter the date the journal entry needs to begin. Our pay periods begin on the 1st and 16th of each month.
8. **Department Name:** Enter the department name.
9. **Hours per week:** Enter the hours per week for the employee as it applies to the class & slot.
10. **Supervisor's name:** Enter the supervisor's name for the employee.
11. **Justification/Notes:** Enter any information needed to explain the purpose of the JE. In addition, include any information needed to prepare the entry. **Note:** If the amount in the "Salary" column includes fringe benefit costs, clearly specify that the salary amount includes fringe benefits.
12. **JE Begin & End Date:** These dates are very important. Pay periods begin on the 1st and 16th of each month. Pay periods end on the 15th and last day of the month. Please try to use the beginning and end of the pay periods instead of dates in the middle of the pay period. If a different date needs to be used, list the reason in the justification/notes box.
13. **From Accounts:** List the Legacy accounts where the salary and fringe expense were originally charged. Please list the correct Legacy dept/fund/object class. If any of these do not match how the expense was recorded, the form will be rejected and sent back to the department. Please list the Salary Amount that needs to be moved. The applicable fringe amount associated with the salary reported will automatically be transferred as part of the journal entry. Please do not use a percentage. If the amount exceeds the actual amount charged to the account, the form will be rejected and sent back to the department.  
**Note:** We also need you to include the PeopleSoft account information so we can process a JE to record the transaction in PeopleSoft.
14. **To Accounts:** List the dept/fund/object code where the expense needs to be moved. The amounts need to equal the amounts that are listed in the From Account section. If they do not match, the form will be rejected and sent back to the department. **Note:** We also need you to include the PeopleSoft account information so we can process a JE to record the transaction in PeopleSoft.
15. **Signatures:** The person initiating the journal entry needs to sign as well as the person in the department who approves these transactions. Please also print the names. BOTH SIGNATURES ARE REQUIRED.
16. **Contracts & Grants:** Payroll will send the form to Grants & Funds Management (GFM) for their approval if the JE includes grant funds and/or an Analytical. Please attach any justification required by GFM.
17. Once complete, send the form to the **Payroll Office** to the attention of the Payroll JE Team for processing. These form can be sent by email (PayJE@mailbox.sc.edu) or by inter-campus mail.