LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Sponsored Program Accounting
240 Thomas Boyd Hall

JUSTIFICATION FOR PAYROLL ACCOUNTING ADJUSTMENT AS227

Request Information

Requested By		Request Date	
E-mail		Phone	
Principal Investigator (PI)		Grant ID	
Employee		Employee ID	

Complete this section only if a partial payroll period is being transferred.

If payroll is being transferred for a **partial payroll period**, list Worktag (Grant, Program, Gift, etc.), dates covered, amounts, and percentage of the payroll being transferred. If the full payroll period is being transferred, skip this section.

Worktag	From Date	To Date	Amount	Percentage

Justification

Retroactive payroll adjustments must have justification attached which fully explain the necessity of the transfer. The justification must answer the following questions:

1. Why is the adjustment being done retroactively? Please explain how the error occurred.

2. What is the benefit to the grant being charged? Describe how the employee's salary is a proper and allowable cost to the grant (include the sponsor's name and project title) to which the salary is being transferred.

If the payroll adjustment is being processed over 90 days from the effective date of the form, please answer the following questions:

3. What were the extenuating circumstances which prevented this adjustment from being processed timely?

4. What corrective actions have been taken to eliminate future needs for payroll adjustments of this type?