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Overview

The HR Expense Adjustment process is used to correct funding for salary expenses that appear on your department's LCD reports. This process guide demonstrates how to create, edit, cancel and approve an HR Expense Adjustment in the Financial Transaction Services (FTS) system, and how to view your previously entered HR Expense Adjustments.

Please note that not everyone has access to the HR Expense Adjustments module. Due to its sensitive nature, access is usually restricted to one to two people in a division or college.

If you have access to the HR Expense Adjustment module, you will be restricted to the specified Dept IDs identified on your Finance Systems Access Request Form. For example, if you work in department 1221 and want to make an expense adjustment moving a charge to department 1499, you must have access to both departments. If you do not have security access for a particular expense adjustment, send the HR Expense Adjustment information to your Division or Dean's office to enter the adjustment on your behalf.

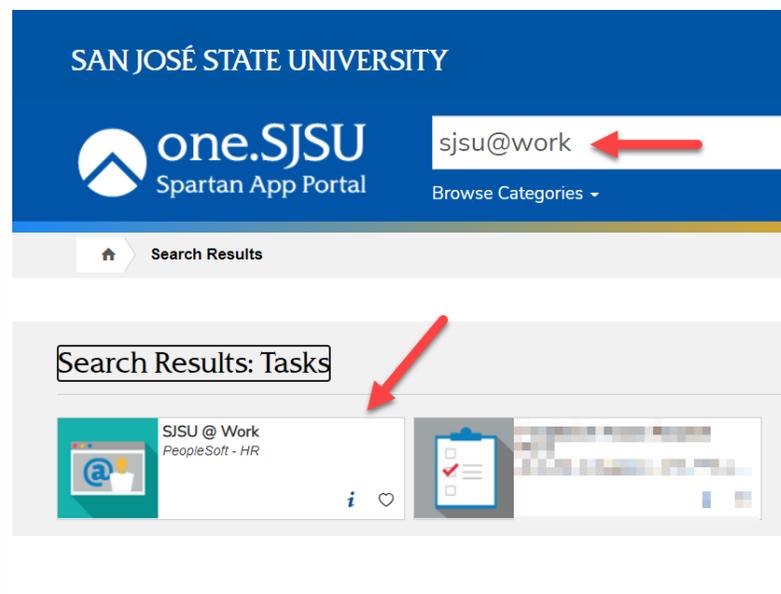
Once you have an approved HR Expense Adjustment, you must wait for the nightly process to run at 6:00pm, which will move the adjustment into the SJSU@Work system for processing. Once the HR Expense Adjustment has been distributed, it cannot be changed. This means you must be certain that the change you are entering is correct and appropriate. You can edit or cancel your expense adjustments throughout the day; however, after the nightly job runs, all approved adjustments submitted will be final.

If you find yourself correcting funding every month for the same employee, you should view the LCD Setup Audit¹ report for your department to verify that the employee's position funding information is correct. If the employee is not setup correctly, you can submit a [Position Management](#) request.

Log into SJSU@Work

Use your SJSUOne account and DUO app/FOB key to login to SJSU@Work. If you do not know your SJSUOne credentials or need assistance with DUO, please contact the [IT Help Desk](#) for assistance.

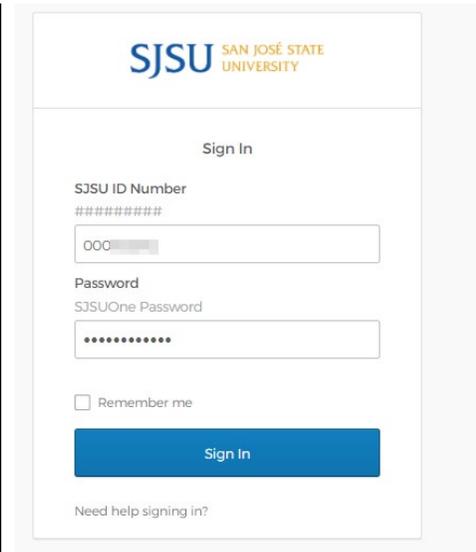
1. Go to one.sjsu.edu.
2. Search for and click on the SJSU@Work tile.



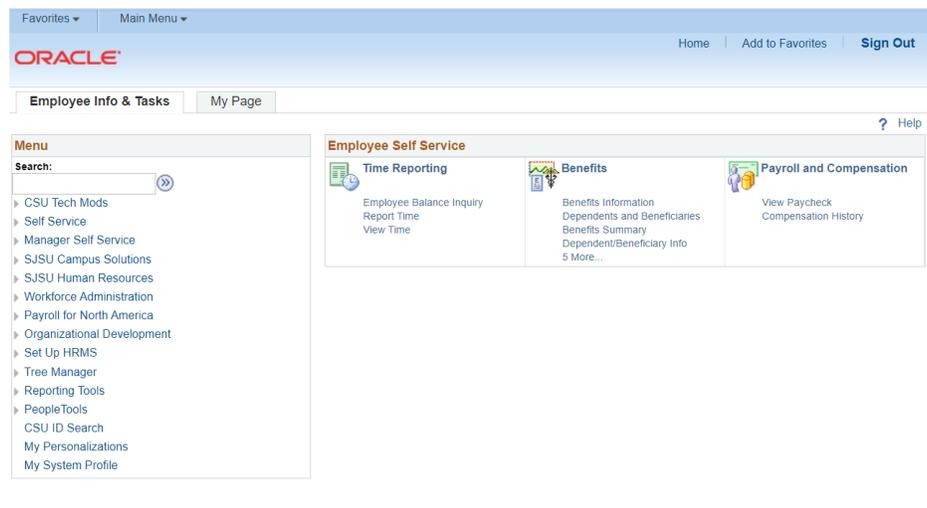
¹ Navigation: SJSU Human Resources > Payroll for North America > SJSU Labor Dist Reports > LCD - Setup Audit

The SJSUOne login page displays.

3. Enter your **SJSUOne ID** and **Password**.
4. Click on the **Sign In** button.
5. You will be prompted to confirm login with the **DUO** app on your smartphone or with the **DUO FOB** key.



The SJSU@Work Homepage displays.

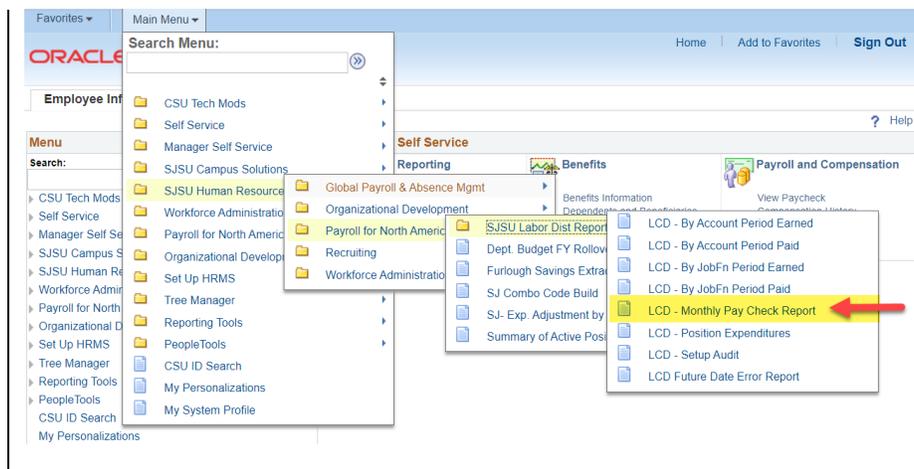


Run LCD Monthly Pay Check Report

This section will demonstrate the steps to running the LCD – Monthly Pay Check Report.

Go to navigation:

1. Main Menu
2. SJSU Human Resources
3. Payroll for North America
4. SJSU Labor Dist Reports
5. LCD – Monthly Pay Check Report.



Select a Run Control.

1. Click on the Find an Existing Value Tab.
2. Click Search.
3. Select the desired Run Control ID.

First Time Users:

1. Click on the Add a New Value Tab.
2. Enter Run Control Name.
3. Click Add.

Note: You cannot use spaces in your run control name.

Enter your search criteria.

1. **CSU Payroll Tape Period:** Select the desired pay period. (Format YYYYMM.)

July 2022 = 202207
January 2023 = 202301
2. **Department:** Enter your desired Dept ID.
3. Click Save.
4. Click Run.

Note: Dean/AVP Level checkbox allows you to retrieve all the Dept IDs within your College/Division department node.

Favorites ▾ Main Menu ▾ uman Resources ▾ Payroll for North America ▾ SJSU Labor Dist Reports ▾

ORACLE

LCD - Monthly Pay Check Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Run Control ID: begins with ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

Favorites ▾ Main Menu ▾ uman Resources ▾ Payroll for North America ▾

ORACLE

LCD - Monthly Pay Check Report

Find an Existing Value Add a New Value

*Run Control ID: MONTHLY_PAYCHECK_RPT

Add

Favorites ▾ Main Menu ▾ uman Resources ▾ Payroll for North America ▾ SJSU Labor Dist Reports ▾ LCD - Monthly Pay Check Report

ORACLE

LCD - Monthly Pay Check Report

Run Control ID: MONTHLY_PAYCHECK_RPT Report Manager Process Monitor Run

CSU Payroll 202207

Tape Period: 1010

Department: 1010 Dean/AVP Level

Save Notify Add Update/Display

Run the Process.

1. **Select Format:** PDF or XLS
2. Click OK.

Process Scheduler Request

User ID: W3435810 Run Control ID: MONTHLY_PAYCHECK_RPT

Server Name: [] Run Date: 11/23/2022 [B] []
Recurrence: [] Run Time: 12:18:44PM [] [] [Reset to Current Date/Time](#)

Time Zone: [] []

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	LCD - Monthly Pay Check Report	SJLCD007	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Click on Process Monitor.

LCD - Monthly Pay Check Report

Run Control ID: MONTHLY_PAYCHECK_RPT [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 4579866

CSU Payroll: 202207 []
Tape Period: []
Department: 1010 [] Dean/AVP Level

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Identify the Process.

1. Check your Search Criteria.
2. Locate Process Name SJLCD007.
3. Click on Details.

Process List Server List

View Process Request For

User ID: [] Type: [] Last [] 5 Days [Refresh](#)
Server: [] Name: [] Instance From: [] Instance To: [] [Clear](#)
Run Status: [] Distribution Status: [] Save On Refresh [Reset](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input checked="" type="checkbox"/>	4579866		SQR Report	SJLCD007	W3435810	11/23/2022 12:18:44PM PST	Success	Posted	Details	Actions
<input type="checkbox"/>	4579046		SQR Report			11/18/2022 3:41:02PM PST	Success	Posted	Details	Actions
<input type="checkbox"/>	4579043		SQR Report			11/18/2022 3:38:29PM PST	Success	Posted	Details	Actions

Go back to LCD - Monthly Pay Check Report

[Save](#) [Notify](#)

Process List | Server List

Click on View Log/Trace

Process Detail

Instance: S.JLCD007, Type: SQR Report, Description: LCD - Monthly Pay Check Report, Run Status: Success, Distribution Status: Posted

Run Control ID: MONTHLY_PAYCHECK_RPT, Location: Server, Server: PSUNX2, Recurrence: (empty)

Actions: Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, Restart Request

Date/Time: Request Created On: 11/23/2022 12:19:43PM PST, Run Anytime After: 11/23/2022 12:18:44PM PST, Began Process At: 11/23/2022 12:20:06PM PST, Ended Process At: 11/23/2022 12:20:20PM PST

View Log/Trace

Identify the output file: PDF or XLS.

View Log/Trace

Report ID: S.JLCD007, Process Instance: (empty), Name: S.JLCD007, Process Type: SQR Report, Run Status: Success

Distribution Details: Distribution Node: HSJPRD, Expiration Date: 01/07/2023

Name	File Size (bytes)	Datetime Created
SQR_SJLCD007_4579866.log	1,666	11/23/2022 12:20:20:065987PM PST
sjlcd007_4579866.pdf	7,216	11/23/2022 12:20:20:065987PM PST
sjlcd007_4579866.out	162	11/23/2022 12:20:20:065987PM PST

Distribute To: Distribution ID Type: (empty), User: W3435810

Locate Pay Check with Erroneous Chartfields.

Note: You will need to locate specific data points on this report for your HR Expense Adjustment:

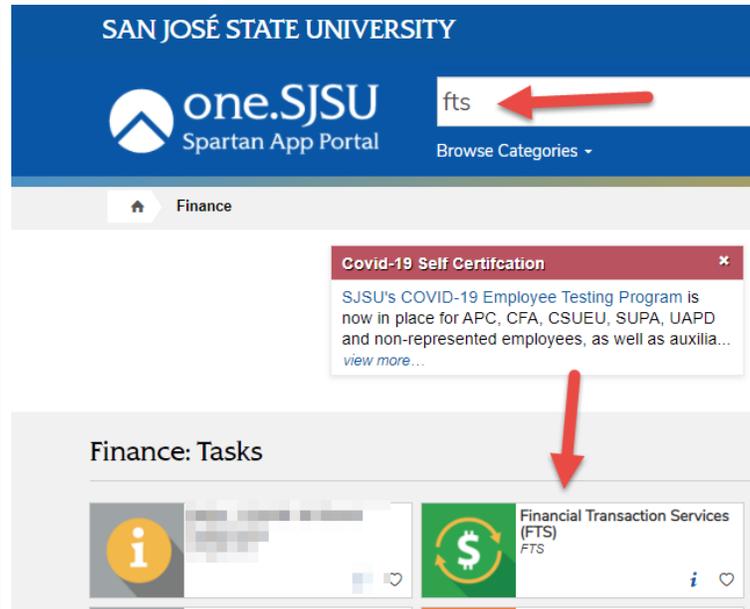
1. Home Dept ID
2. Empl ID - Rcd
3. Chrg Pd
4. Chck #

San Jose State University
LCD - Monthly Pay Check Report
For Payrate Period 202207

Empl ID	Rcd	Name	Job Code	Position #	Earnings	Percent Distributed	Asst Cd Level	Account Code	Fund	Dept	Account	Class	Project	Chrg Pd	Chck #
Paygroup Academic Pay Plan															
[Blurred data rows]															

Log into FTS

1. Go to one.sjsu.edu.
2. Search for and click on the FTS tile.



The FTS Homepage displays.

Main Menu Profile Preferences Security Setup Data Exit

Important Reminder
PaCE funds (48xxx) may only be used for the support and development of self-support programs. Please refer to the [PaCE guidelines](#) for more information.

Open Items You have 39 Requisitions You have 36 Vouchers You have 12 Journals You have 2 HR Expense Adjustments	Items Pending Approval You have 16 Requisitions You have 26 Vouchers You have 3 Journals You have 9 HR Expense Adjustments	AP Processing You have 5 Travel Authorizations You have 61 Travel Reimbursements
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Travel For guidance on travel policies and procedures, see the Travel Guide . Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date. + Q Travel Authorization + Q Travel Reimbursement	Purchasing/Payments For guidance on ATI purchases, see About the ITC Procurement Checklist . Note: at month-end, all open and pending transactions over two months old will be deleted. + Q Requisition + Q Direct Payment Voucher + Q Reimbursement Voucher	Transfers For guidance on how Transfers should be used, see journals document (prefixes WB, WE, WH, WI) + Q Budget Journal + Q Expense Journal + Q Hospitality Payment + Q Interdepartmental Expense Transfer
--	---	---

Other + ProCard/GoCard Statement Submission + PO Change Order Request + e-Invoice Submission	Expense Adjustments + Q HR Expense Adjustment
--	---

The Homepage provides a summary showing the number of requests in different process statuses with quick links and the modules the user has access to.

Note: The user can only view requests for their DeptID(s).

Process statuses sections:

- **Open Items:** Displays the number of requests that have been created, but have not been submitted for approval.
- **Items Pending Approval:** Displays requests that are waiting for department approval.
- **AP Processing:** Displays Travel Authorizations and Travel Reimbursements waiting for Payment Services' approval.

Each section shows a total of requests and they are quick links that can be clicked on to view the transactions involved.

Also on the Homepage are the FTS modules:

- **Travel** (All active SJSU employees have access to this module.)
- **Purchasing/Payments**
- **Transfers**
- **Other** (All active SJSU employees have access to this module.)
- **Expense Adjustments**

Important Reminder

PaCE funds (48xxx) may only be used for the support and development of self-support programs. Please refer to the [PaCE guidelines](#) for more information.

<p>Open Items</p> <p>You have 39 Requisitions You have 36 Vouchers You have 12 Journals You have 2 HR Expense Adjustments</p>	<p>Items Pending Approval</p> <p>You have 16 Requisitions You have 26 Vouchers You have 3 Journals You have 9 HR Expense Adjustments</p>	<p>AP Processing</p> <p>You have 5 Travel Authorizations You have 61 Travel Reimbursements</p>
--	---	---

<p>Travel</p> <p>For guidance on travel policies and procedures, see the Travel Guide <i>Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.</i></p> <p>+ Q Travel Authorization + Q Travel Reimbursement</p>	<p>Purchasing/Payments</p> <p>For guidance on ATI purchases, see About the ITC Procurement Checklist <i>Note: at month-end, all open and pending transactions over two months old will be deleted.</i></p> <p>+ Q Requisition + Q Direct Payment Voucher + Q Reimbursement Voucher</p>	<p>Transfers</p> <p>For guidance on how Transfers should be used, see Journals document (prefixes WB, WE, WH, WI)</p> <p>+ Q Budget Journal + Q Expense Journal + Q Hospitality Payment + Q Interdepartmental Expense Transfer</p>
<p>Other</p> <p>+ ProCard/GoCard Statement Submission + PO Change Order Request + e-Invoice Submission</p>	<p>Expense Adjustments</p> <p>+ Q HR Expense Adjustment</p>	

Create an HR Expense Adjustment

This section will demonstrate the steps to creating an HR Expense Adjustment.

Expense Adjustments Module

Click on the  .



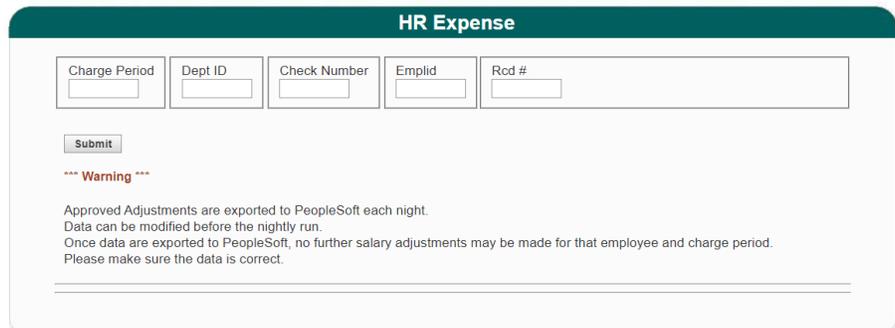
The HR Expense page displays.

To process an HR Expense Adjustment, you must provide the following information from the Monthly Pay Check Report:

- Charge Period
- Home Dept ID
- Check Number
- Empl ID
- Rcd #

The HR Expense Adjustment page displays a warning message.

Note: This is an important warning message. It explains that you can modify expense adjustments entered throughout the day. After the nightly job runs to process these entries, the expense adjustments are final and cannot be changed the next day or at any other time in the future.

A screenshot of a web form titled "HR Expense". The form has a dark green header with the text "HR Expense" in white. Below the header, there are five input fields: "Charge Period", "Dept ID", "Check Number", "Emplid", and "Rcd #". Each field has a small white box for text entry. Below the input fields, there is a "Submit" button. Underneath the button, there is a warning message in red text: "*** Warning ***". Below the warning message, there is a paragraph of text: "Approved Adjustments are exported to PeopleSoft each night. Data can be modified before the nightly run. Once data are exported to PeopleSoft, no further salary adjustments may be made for that employee and charge period. Please make sure the data is correct." Below the text, there is a horizontal line.

Review Current Funding.

Status 

Current

Account	Fund	Dept ID	Class	Program	Project	Amount	Percent
601303	70031	1097					100

Correction

(Entered by: Lavette Hay on 9/7/2022)

Account	* Fund	* Dept ID	Class	Program	Project	* Percent
601303	70000	1097				100

▲ + -

Enter Corrections.

You cannot change the Account using this module. Please consult with the University Budget Office if you need to change the Account.

You can split fund the paycheck by clicking on the  button.

You can only use two decimal points on the Percent field. Example: 66.67% and 33.33%.

The Total Percent **must** equal 100%.

Submit for Approval.

The status will change to Approved.

You or your approving official must approve the HR Expense Adjustment before it can be exported to SJSU@Work for processing.

You can edit or cancel your HR Expense Adjustments until 6:00pm when the nightly job runs. All approved HR Expense Adjustments will be processed and **cannot** be corrected a second time.

Account	The account where the salary expenditures was charged
Fund	The Fund charged to pay the employee salary expense.
Dept ID	The department charged for the employee salary expense.
Program, Class, Project	These are optional codes used to track expenses for specific faculty, activities, projects, and grants.
Amount	The amount of the check.
Percent	The percentage of the check that will be charged to the designated chartfields.

Search for an HR Expense Adjustment

This section demonstrates how to search for an HR Expense Adjustment.

Expense Adjustments Module

Click on the  button.



The HR Expense Adjustments Search Page Displays.

Enter search criteria.
Click the **Search** button.

View the Search Results.

Click on the checkmark button next to the desired pay check.

ChargePd	Dept ID	Check Number	Emplid	Rcd #	OperID	Status	Date
<input checked="" type="checkbox"/>	202207	1097				Pending Approval	11/23/2022

View the HR Expense Adjustment Status:

- **Pending Approval:** HR Expense Adjustment can be edited or canceled.
- **Approved:** HR Expense Adjustment can be canceled, modified or edited by an approver.
Non-approvers cannot edit approved entries, but can cancel adjustments.
- **Distributed:** HR Expense Adjustment cannot be edited or cancelled.

The nightly job will process the approved entries.

Account	Fund	Dept ID	Class	Program	Project	Amount	Percent
601303	70031	1097					100

Approve an HR Expense Adjustment

This section demonstrates how to cancel an HR Expense Adjustment.

The HR Expense Adjustment Page Displays.

Note: The Status must be Open or Pending Approval.

Click the Approve button.

The Confirmation Message Displays.

HR Expense

Charge Period 202207	Dept ID 1097	Check Number	Emplid	Rcd #
-------------------------	-----------------	--------------	--------	-------

*** Warning ***

Approved Adjustments are exported to PeopleSoft each night.
Data can be modified before the nightly run.
Once data are exported to PeopleSoft, no further salary adjustments may be made for that employee and charge period.
Please make sure the data is correct.

Status Open

Current

Account	Fund	Dept ID	Class	Program	Project	Amount	Percent
601303	70031	1097					100

HR Expense

Charge Period 202207	Dept ID 1097	Check Number	Emplid	Rcd #
-------------------------	-----------------	--------------	--------	-------

*** Warning ***

Approved Adjustments are exported to PeopleSoft each night.
Data can be modified before the nightly run.
Once data are exported to PeopleSoft, no further salary adjustments may be made for that employee and charge period.
Please make sure the data is correct.

Adjustment Approved.

Cancel an HR Expense Adjustment

This section demonstrates how to cancel an HR Expense Adjustment.

The HR Expense Adjustment Page Displays.

Note: The Status must be Approved or Pending Approval.

Click the Cancel Adjustment button.

HR Expense

Charge Period 202207	Dept ID 1097	Check Number	Emplid	Rcd #
-------------------------	-----------------	--------------	--------	-------

***** Warning *****

Effective Fall 2018, departments should no longer be processing an HR Expense Adjustments with Project code 99999 for Release Time Authorizations (RTAs).
For further information, refer to [Labor Cost Distribution \(LCD\)](#) and [Release Time Authorizations](#)

Approved Adjustments are exported to PeopleSoft each night.
Data can be modified before the nightly run.
Once data are exported to PeopleSoft, no further salary adjustments may be made for that employee and charge period.
Please make sure the data is correct.

Status Pending Approval 

Current

Account	Fund	Dept ID	Class	Program	Project	Amount	Percent
601303	70031	1097					100

The Warning Message Displays.

To confirm the cancellation, click **OK**.

ftstst.sjsu.edu says

This will permanently delete the adjustment. Do you want to continue?

The Confirmation Message Displays.

HR Expense

Charge Period 202207	Dept ID 1097	Check Number	Emplid	Rcd #
-------------------------	-----------------	--------------	--------	-------

***** Warning *****

Approved Adjustments are exported to PeopleSoft each night.
Data can be modified before the nightly run.
Once data are exported to PeopleSoft, no further salary adjustments may be made for that employee and charge period.
Please make sure the data is correct.

Adjustment Canceled.