

# Manual Journal versus Payroll Accounting Adjustment

October 3, 2017

Departments can begin processing manual journals in Workday for any payroll completed prior to 9/1/2017. This includes Pay Period 8/10 through 8/23, or prior pay periods. Use the [Create Journal](#) tip sheet. Below are a few guidelines to keep in mind:

- Process one employee per pay period, per journal
- Do not use the “Create Reversal” check box
- Only include salary being adjusted (not all salaries for that pay period)
- The Labor Distribution Report or Effort Certification report are acceptable attachments, and include a justification in the attachment(s).

Later Pay Periods should be processed via Payroll Accounting Adjustment. See pay schedule below:

[2017 Biweekly-Paid Staff and Students.](#)

[2017 Monthly Paid Faculty and Staff](#)

For further guidance or more information, please review the [Managing Salary page](#), within the [ORA website](#).



If you have any questions, please email us at [ora-si@miami.edu](mailto:ora-si@miami.edu).

For more information, please visit the ORA website at [www.ora.miami.edu](http://www.ora.miami.edu).