

The Payroll Adjustment Form is used to correct previously issued paychecks that result in a data correction, overpayment, or refund. Common reasons include – but are not limited to – correcting earnings paid under an incorrect record, rate, date, or earnings code.

## Navigation:

UCPath > Transactor Hub > Payroll Forms > Payroll Adjustment Form

The screenshot shows the UCPath Transactor Hub interface. The top navigation bar includes the UCPath logo, a search bar, and links for 'Ask UCPath', 'Sign out', and a home icon. The main navigation menu includes 'Home', 'Personal Information', 'Income & Taxes', 'Benefits & Retirement', 'Accruals & Leaves', 'Transactor Hub', and 'Help'. The 'Transactor Hub' section is active, displaying a sidebar with the text 'Transactor Hub: Access tools, forms and resources available to transactors'. The main content area is divided into four columns: 'HR Forms', 'Payroll Forms', 'Benefit & Payroll Resources', and 'Finance'. The 'Payroll Forms' column contains a list of links, with 'Payroll Adjustment Form' highlighted by a red box. Other links in the 'Payroll Forms' column include 'Electronic Payment Consent', 'Expedited Pay Request - Gross', 'Expedited Pay Request - Net', 'Pay Card Consent', 'Recurring Pay Change Request', 'Workers' Comp - Schedule/Shift', 'Damage Payment Report', and 'Damage Payment Release'.

**Note:** The form appears in your browser's **Downloads** folder. Select the file to open the form in Excel.

## Before You Get Started

- Ensure Job Data (including pay rates, earn codes, dates, leave transactions) is updated with the corrected information before submitting the earnings adjustment. All updates submitted on the form should align with the data in UCPath.
- Before submitting an Earnings Adjustment request, review if the issue can be resolved by using Manage Accruals or by submitting a timecard correction, I-181, or I-618 transaction.
- This form should not be used to correct a Job Code. If you need to distribute funds to another Job Code/FAU, you must complete a Salary Cost Transfer.



### Earnings were paid using the incorrect earn code

Use case: An incorrect earn code was used when issuing pay, which can affect how earnings are taxed, reported, or applied toward benefits and retirement. The adjustment reallocates the pay to the correct earn code without changing the employee’s total compensation.

Earnings Adjustment - Transaction Request (Biweekly Earnings Adjustment)										
**All items must be completed for processing										
EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE RECORD	CHECK DATE	CHECK NUMBER	BEG EARN DATE	END EARN DATE	EARN CODE	HOURLY RATE (If Applicable)	HOURS	AMOUNT
1 Doe, Jane	10478122	0	8/5/2023	65842165	7/12/2023	7/25/2023	REG	32.16	(1.00)	\$ (32.16)
2 Doe, Jane	10478122	0	Correction	Correction	7/12/2023	7/25/2023	SAS	32.16	1.00	\$ 32.16
Doe, Jane	10478122	0	8/19/2023	65842165	7/26/2023	8/8/2023	REG	32.16	(5.00)	\$(160.80)
Doe, Jane	10478122	0	Correction	Correction	7/26/2023	8/8/2023	SAS	32.16	5.00	\$ 160.80
Doe, Jane	10478122	0	9/2/2023	65842165	8/9/2023	8/22/2023	REG	32.16	(6.00)	\$(192.96)
Doe, Jane	10478122	0	Correction	Correction	8/9/2023	8/22/2023	SAS	32.16	6.00	\$ 192.96
Doe, Jane	10478122	0	9/16/2023	65842165	8/23/2023	9/5/2023	REG	32.16	(5.00)	\$(160.80)
Doe, Jane	10478122	0	Correction	Correction	8/23/2023	9/5/2023	SAS	32.16	5.00	\$ 160.80
Doe, Jane	10478122	0	10/14/2023	65842165	9/20/2023	10/3/2023	REG	32.16	(1.50)	\$( 48.24)
Doe, Jane	10478122	0	Correction	Correction	9/20/2023	10/3/2023	SAS	32.16	1.50	\$ 48.24
							3 DIFFERENCE			(0.00)

Earnings Adjustment - Transaction Request (Monthly Earnings Adjustment)										
**All items must be completed for processing										
EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE RECORD	CHECK DATE	CHECK NUMBER	BEG EARN DATE	END EARN DATE	EARN CODE	HOURLY RATE (If Applicable)	HOURS	AMOUNT
1 Smith, John	10137142	1	1/4/2024	62578942	12/1/2023	12/31/2023	REG	218.478261	(184.00)	\$(40,200.00)
2 Smith, John	10137142	1	Correction	Correction	12/1/2023	12/31/2023	ACR	N/A	184.00	\$ 40,200.00
							3 DIFFERENCE			0.00

Earnings Adjustment - Transaction Request (Partial Monthly Earnings Adjustment)										
**All items must be completed for processing										
EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE RECORD	CHECK DATE	CHECK NUMBER	BEG EARN DATE	END EARN DATE	EARN CODE	HOURLY RATE (If Applicable)	HOURS	AMOUNT
1 Mouse, Mickey	10958657	2	7/1/2023	62548754	6/1/2023	6/30/2023	REG	52.437391	(92.00)	\$( 4,824.24)
2 Mouse, Mickey	10958657	2	Correction	Correction	6/1/2023	6/15/2023	REG	52.4374	50.00	\$ 2,621.87
			Correction	Correction	6/16/2023	6/30/2023	ACR	N/A	42.00	\$ 2,202.37
							3 DIFFERENCE			0.00

1. Use the form to reverse the pay issued under the incorrect earnings code using negative hours and amounts.
2. Enter the correct pay under the correct Earnings Code using positive hours and amounts.
  - o Group the original and corrected entries together by date.
3. Confirm the **Difference** reflects the expected result.

- ⚠ **Note:** Earn codes affect reporting, retirement contributions, taxability, and eligibility for certain benefits. The codes must reflect what was intended based on job data.
- ⚠ Some earnings paid under incorrect earn codes may result in a wash (no impact on pay), but some may result in an overpayment or pay. UCPath will process the overpayment according to standard procedures.
- ⚠ Absence Management earn codes should be adjusted through an employee's timecard, the I-181 file, or Manage Accruals. Only submit an adjustment form for these earnings codes if an employee has had a change in eligibility, or if the system will not allow you to submit via one of the previously mentioned methods.

### Earnings were paid under the incorrect Empl Record

Use case: Pay was issued under the wrong Empl Record, resulting in earnings being charged to the incorrect position, department, or funding source. The adjustment moves the earnings to the appropriate Empl Record.

Earnings Adjustment - Transaction Request (EMPL Record Correction Example)											
**All items must be completed for processing											
	EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE RECORD	CHECK DATE	CHECK NUMBER	BEG EARN DATE	END EARN DATE	EARN CODE	HOURLY RATE (If Applicable)	HOURS	AMOUNT
1	Kent, Clark	10958657	6	7/1/2023	62548754	6/1/2023	6/30/2023	REG	52.437391	(92.00)	\$ (4,824.24)
2	Kent, Clark	10958657	10	7/1/2023	Correction	6/1/2023	6/30/2023	REG	52.4374	92.00	\$ 4,824.24
	Kent, Clark	10958657	6	8/1/2023	62548754	7/1/2023	7/31/2023	REG	52.437391	(92.00)	\$ (4,824.24)
	Kent, Clark	10958657	10	8/1/2023	Correction	7/1/2023	7/31/2023	REG	52.4374	92.00	\$ 4,824.24
								3	DIFFERENCE		0.00

1. Use the form to reverse the pay issued under the incorrect Empl Record using negative hours and amounts.
2. Enter the correct pay under the correct Empl Record using positive hours and amounts.
  - o Group the original and corrected entries together by pay period.
  - o Confirm all Empl Record information matches the current UCPath Job Data.
3. Confirm the **Difference** reflects the expected result.

### Earnings were paid using the incorrect earnings dates

Use case: The employee was paid the correct amount, but the earnings were recorded under the wrong dates. This adjustment ensures accurate reporting and alignment with the employee's actual work period, without changing their pay.

Earnings Adjustment - Transaction Request (Earnings Dates Correction Example)											
**All items must be completed for processing											
	EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE RECORD	CHECK DATE	CHECK NUMBER	BEG EARN DATE	END EARN DATE	EARN CODE	HOURLY RATE (If Applicable)	HOURS	AMOUNT
1	Lane, Lois	10598657	2	5/1/2024	77889955	4/1/2024	4/1/2024	REG	42.777	40.00	\$ (1,711.08)
2	Lane, Lois	10598657	2		Correction	3/1/2024	3/1/2024	REG	42.777	40.00	\$ 1,711.08
								3	DIFFERENCE		0.00

1. Use the form to reverse the pay issued with incorrect dates using negative hours and amounts.
2. Enter the correct dates using positive hours and amounts.
3. Confirm the **Difference** reflects the expected result.

### Earnings were paid using multiple incorrect values

Use case: An employee’s paycheck included multiple errors – such as incorrect earnings dates, earn code, and hours. All necessary changes must be captured on a single Payroll Adjustment Form to ensure accurate correction and, if necessary, recalculation of pay.

Earnings Adjustment - Transaction Request (Multiple Corrections Example)										
**All items must be completed for processing										
EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE RECORD	CHECK DATE	CHECK NUMBER	BEG EARN DATE	END EARN DATE	EARN CODE	HOURLY RATE (If Applicable)	HOURS	AMOUNT
1 Mouse, Minnie	10768581	2	8/1/2022	189658465	7/18/2025	7/31/2025	REG	42.777300	(80.00)	\$ (3,422.18)
2 Mouse, Minnie	10768581	2	3	Correction	8/15/2025	8/31/2025	FEN	42.777300	104.00	\$ 4,448.84
						4	DIFFERENCE		24	1026.66

1. Use the form to reverse the original pay that included incorrect values (e.g., dates, earn code, hours) by entering negative hours and amounts.
2. Re-enter the corrected earnings using accurate begin/end dates, the appropriate earn code, and the correct hours and rate as positive entries.
3. Ensure all adjustments are recorded on the same line grouping or section of the form for clarity.
4. Confirm the **Difference** reflects the expected result. In this example, the employee is owed additional pay based on the corrected information.

### Redistributing Original Earnings between Empl Records (Partial Distribution)

Use case: An employee’s total pay is correct, but the distribution between Empl Records needs to be adjusted. This scenario involves reallocating part of the pay to the appropriate Empl Record without affecting the overall earnings.

Earnings Adjustment - Transaction Request (Redistributing Original Earnings between Empl Records)										
**All items must be completed for processing										
EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE RECORD	CHECK DATE	CHECK NUMBER	BEG EARN DATE	END EARN DATE	EARN CODE	HOURLY RATE (If Applicable)	HOURS	AMOUNT
1 Duck, Daisy	10614512	0	2/1/2023	25258585	1/1/2023	1/31/2023	REG	31.277778	(126.00)	\$ (3,941.00)
Duck, Daisy	10614512	0	2	Correction	1/1/2023	1/31/2023	REG	31.277738	84.00	\$ 2,627.33
Duck, Daisy	10614512	4	2	Correction	1/1/2023	1/31/2023	FEN	N/A	N/A	\$ 1,956.26
Duck, Daisy	10614512	0	3/1/2023	27278585	2/1/2023	2/28/2023	REG	32.841667	(120.00)	\$ (2,941.00)
Duck, Daisy	10614512	0	Correction	Correction	2/1/2023	2/28/2023	REG	32.841625	80.00	\$ 2,627.33
Duck, Daisy	10614512	4	Correction	Correction	2/1/2023	2/28/2023	FEN	N/A	N/A	\$ 1,956.26
Duck, Daisy	10614512	0	4/1/2023	28288686	3/1/2023	3/31/2023	REG	28.557971	(138.00)	\$ (3,941.00)
Duck, Daisy	10614512	0	Correction	Correction	3/1/2023	3/31/2023	REG	28.557935	92.00	\$ 2,627.33
Duck, Daisy	10614512	4	Correction	Correction	3/1/2023	3/31/2023	FEN	N/A	N/A	\$ 1,956.26
						4	DIFFERENCE			2927.77

1. Use the form to reverse a portion of the originally issued earnings from the incorrect Empl Record using negative hours and amounts.



Earnings Adjustment - Transaction Request (Rate Corrections)											
**All items must be completed for processing											
	EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE RECORD	CHECK DATE	CHECK NUMBER	BEG EARN DATE	END EARN DATE	EARN CODE	HOURLY RATE	HOURS	AMOUNT
1	Doe, Jane	10478122	0	8/5/2023	65842165	7/12/2023	7/25/2023	REG	32.16	(1.00)	\$ (32.16)
2	Doe, Jane	10478122	3	Correction	Correction	7/12/2023	7/25/2023	SAS	4	33.16	1.00 \$ 33.16
	Doe, Jane	10478122	0	8/19/2023	65842165	7/26/2023	8/8/2023	REG	32.16	(5.00)	\$ (160.80)
	Doe, Jane	10478122	0	Correction	Correction	7/26/2023	8/8/2023	SAS	33.16	5.00	\$ 165.80
	Doe, Jane	10478122	0	9/2/2023	65842165	8/9/2023	8/22/2023	REG	32.16	(6.00)	\$ (192.96)
	Doe, Jane	10478122	0	Correction	Correction	8/9/2023	8/22/2023	SAS	33.16	6.00	\$ 198.96
	Doe, Jane	10478122	0	9/16/2023	65842165	8/23/2023	9/5/2023	REG	32.16	(5.00)	\$ (160.80)
	Doe, Jane	10478122	0	Correction	Correction	8/23/2023	9/5/2023	SAS	33.16	5.00	\$ 165.80
	Doe, Jane	10478122	0	10/14/2023	65842165	9/20/2023	10/3/2023	REG	32.16	(1.50)	\$ (48.24)
	Doe, Jane	10478122	0	Correction	Correction	9/20/2023	10/3/2023	SAS	33.16	1.50	\$ 48.24
							5	DIFFERENCE			\$ 17.00

1. Use the form to reverse the original pay issued using the incorrect rate by entering negative amounts (hours remain the same).
2. Re-enter the corrected pay using the correct hourly or monthly rate with the same hours as the original entry.
3. Ensure begin and end dates, earn code, and Empl Record match the original transaction unless other corrections are also needed.
4. Compare the old and new pay amounts to determine if a balance is owed or needs to be recovered.
5. Confirm the **Difference** field reflects the net adjustment and accurately represents any underpayment or overpayment.

### Offsetting an Overpayment with Missed Pay

Use case: When an employee is owed pay but also has an outstanding overpayment, Locations may apply missed earnings to offset the amount owed. This approach helps minimize financial impact to the employee and may eliminate the need for a formal repayment.

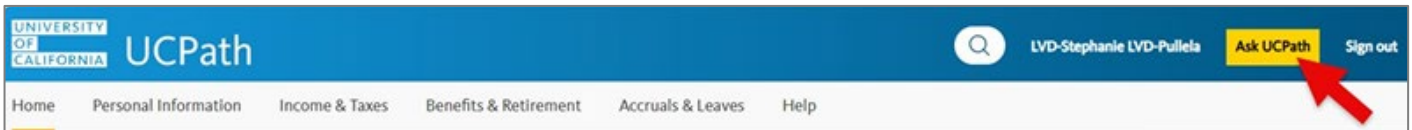
Earnings Adjustment - Transaction Request (Offsetting an Overpayment with Missed Pay)											
**All items must be completed for processing											
	EMPLOYEE NAME	EMPLOYEE ID	EMPLOYEE RECORD	CHECK DATE	CHECK NUMBER	BEG EARN DATE	END EARN DATE	EARN CODE	HOURLY RATE (If Applicable)	HOURS	AMOUNT
1	Stone, Jan	55668899	3	1	3/1/2023	389128989	2/1/2023	2/28/2023	REG	45.102	180.00 \$ (8,118.36)
2	Stone, Jan	55668899	1	Correction	Correction	4/1/2023	4/30/2023	REG	45.102	80.00	\$ 3,608.16
2	Stone, Jan	55668899	1	Correction	Correction	5/1/2023	5/31/2023	REG	45.102	80.00	\$ 3,608.16
							4	DIFFERENCE			\$ (4,510.20)

1. Use the form to reverse the earnings that were overpaid by entering negative hours and amounts.
2. Enter the missed pay the employee should have received using positive hours and amounts with the correct earn code, rate, and date range.
3. Ensure all entries are grouped by pay period and reflect the correct Empl Record and pay details.
4. Confirm that the **Difference** field reflects the net result of the offset. This may show \$0 if the missed pay fully cancels out the overpayment.

**Note:** When submitting to UCPath, it is essential to note that the missed pay is being applied to offset an overpayment.

## Submitting the Payroll Adjustment Form

- Save the completed form.
- Log in to UCPath and submit an inquiry on behalf of the employee.



- In the subject or description fields, include the phrase **Earnings Adjustment** and briefly explain the reason for the correction. Avoid including the word **Overpayment** in the description to ensure the case routes to the correct UCPath team.

- Attach the completed Payroll Adjustment Form to the case, then select **Submit**.
- UCPath will review the submission. If any discrepancies are found, the form will be returned for revision and resubmission.