

# HR Adjustment Request Form

(Also known as LCD adjustments or payroll adjustments)

**When to use this form:**

Email this form to bpa-01@csus.edu when requesting payroll corrections. One form is required per employee. If you have more than five (5) employees to correct, DO NOT USE THIS FORM. Instead, email only the Payroll Detail Report (spreadsheet) that identifies the employees to be corrected. Make note on the spreadsheet the chartstring to where the adjustments will be made. Adjustments will be visible in CMS Finance and FDW after the month has closed.

**You MUST include a Payroll Detail Report with all HR adjustment requests.**

In FDW, run a Payroll Detail Report from LCD as shown below:



Select Column 1: LCD Name  
 Column 2: LCD Empl ID  
 Column 3: LCD Empl RCD  
 Column 4: LCD Position Number  
 Column 5: LCD CSU Paycheck Nbr  
 Column 6: Dept ID  
 Column 7: Fund  
 Column 8: Class  
 Column 9: Account  
 Show Time: LCD CSU Charge Period  
 Show Measure: LCD Salary  
 [OK]

**Example Payroll Detail Report:**

LCD Name		Mickey Mouse							Period 5 - 2019-11-01	Period 6 - 2019-12-01
LCD Empl ID	LCD Empl RCD	LCD Position Number	LCD CSU Paycheck Nbr	Fund	Dept ID	Class	Account	LCD Posted Total Amount	LCD Posted Total Amount	
123456789		0 1111	6,792,207	MDS01	12345	-	601300	1,520.25		

EMPLOYEE NAME

EMPLOYEE EMPL. ID & REC. #

Adjustment Type

Full adjustment   
 Partial Adjustment \*

ADJUSTMENT AMOUNT(S)

PAY PERIOD(S) TO BE ADJUSTED

\*Note: partial adjustments take longer for BPA to process.

**Chartstring (old) to be adjusted from :**

- - -  
 Dept. ID Fund Account Class Code *Chartstring example: 47900-MDS01-601300*

**Chartstring (new) to be adjusted to :**

- - -  
 Dept. ID Fund Account Class Code *Chartstring example: 47900-CL004-601300-7030E*

**Briefly explain reason for adjustment:**