

Payroll Accounting Adjustment (PAA) Process



OFFICE OF SPONSORED PROGRAMS COLORADO STATE UNIVERSITY

As of January 2026:

All payroll adjustments will take place in the Workday system. Oracle is no longer in service as of *April 30, 2026*. This means that effort prior to January 2026 can no longer be moved between accounts unless you remove unallowable payroll charges.

As with PPDAs in the past, OSP approval is not required for transfers of effort occurring within 30 days of performance, but any transfers outside that period must be reviewed and approved if 53 accounts or cost-share accounts are involved.

Workday documentation includes a Job Aid with step-by-step instructions for creating PAAs in that system. It can be found at <https://workday.csusystem.edu/create-payroll-accounting-adjustments-job-aid/>.

Once the PAA has been routed to OSP for review, we have three options for action:

1. **Approve:** This will move the PAA forward in the process with no additional changes.
2. **Send Back:** This option returns the PAA to the initiator. OSP will be able to choose which section of the PAA needs attention (either the Payroll Accounting Adjustments or the Questionnaire) and enter the necessary corrections in the Reason box before clicking Submit.

Note: You may not be able to see these comments right away, so OSP may also communicate with them via email or Teams.

3. **Deny:** This stops the PAA from moving forward in the process.

PAAs and ecrt:

Once a PAA has been approved and processed through HR, the transaction(s) load(s) into ecrt and are reflected in the appropriate project statement the following day. Depending on the status of the impacted statement in ecrt, the system may generate tasks:

- **Revision Requested:** When a PAA loads to ecrt for a project statement that is in 'Revision Requested' status, the effort coordinator(s) receive(s) an email notification that there is a Pending Payroll Task. Upon logging in to ecrt, a "Process Project Statement Revision" task displays in the Pending Payroll Tasks tab of the home page. The effort coordinator(s) should review and then either 'Post' the adjustment or 'Post & Maintain' (ONLY if they would like to *maintain* the current 'Revision Requested' status because an additional adjustment is needed).

- **Certified:** When a PAA loads to ecrt for a project statement that is in ‘Certified’ status, the Office of Sponsored Programs receives a “Process Project Payroll Adjustment” task to post the adjustment and reopen the statement. Reopening a previously certified project statement in ecrt should only happen in very rare instances and must be supported by a thorough justification on the PAA. If a project statement must be reopened, it moves back to the PI’s work list in “Ready for Certification, Re-Opened by Payroll Adjustment” status, and the PI will receive an ecrt email notification. [Note: Since the certified payroll percentage is considered to be a reasonable approximation of effort, any adjustments that change the certified quarterly payroll of an individual by less than 1% or \$500 (whichever is less) will not require recertification.]