

## PayCV Guidelines

### Retroactive "Accounting Only" Payroll Changes

Retroactive accounting-only payroll changes include any changes that are made to transactions that utilize institutional accounts between 5000 and 5998. ***There are two methods available to make retroactive accounting-only payroll changes: the HR Change of Status and the Payroll Change Voucher.*** Both processes are done using secured Web sites, so appropriate security is required. Each system has a separate Access Request form that must be completed and approved before the process may be used.

### Change of Status ('COS')

An HR COS should be processed any time a retroactive accounting-only change needs to also update the appointment status of an individual in the Human Resources Information System. The steps to perform a COS are as follows:

1. Log into the UI Employee Self Service online application with your Hawkid and password. From the home page, select *log in to the HR Transaction System*, located under the 'Administration' tab, under the 'Systems' section. Complete a COS form to make a retroactive accounting-only payroll change to transactions that have occurred during the current fiscal year.
2. If you are trying to move a specific amount of salary and are having difficulty calculating the number of days, include the exact amount in the remarks section of the COS form.
3. Fringe amounts will automatically be calculated and moved with salary amounts.
4. Adjustments for transactions more than 90-days old must be approved by Grant Accounting or Accounting and Financial Reporting. When the COS form is completed for a transaction that is more than 90 days, a special notation will print on the COS form and a Justification form will print out automatically. The Justification form must be completed by the staff member and sent along with the COS form for approval.
5. The COS form is forwarded to the UI Payroll Office following the usual HRIS form process (appropriate review, signoff, etc.). For adjustments outside the 90-day limit, Payroll will send the COS form and the Justification form on to Grant Accounting or Accounting and Financial Reporting. Grant Accounting or Accounting and Financial Reporting will work with departmental staff to approve or reject the COS form. Approved forms will be returned to Payroll.
6. Based on the COS form, HRIS dates and master file keys are updated AND the appropriate retroactive amounts are moved by central HR staff through the PayCV application. You should NOT complete a PayCV for any MFK updates sent through the retroactive HR COS method for employees with monthly appointments. For COS submitted to HR for employees with biweekly appointments, HR does NOT do the PayCV entries so you will need to post the CVs through the PayCV application.
7. For adjustments to prior fiscal year's salary and fringe for gifts, grants or cost share accounts, please contact the appropriate staff member in the Grant Accounting Office.

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### Payroll Change Voucher ('PayCV')

A PayCV can be completed by a campus user with the appropriate privileges any time it is not necessary to update the appointment status of an individual in the Human Resources Information System. *If an HR COS form has already been submitted to make a retroactive adjustment, please refer to #6 above for when it's necessary for you or a central HR staff member to complete a PayCV to move the dollars to the new MFK to be reflected in GL and CumComp.* Do the following when it's been deemed appropriate for the department to submit a PayCV.

1. Go to the PayCV site (<https://finapps.bo.uiowa.edu/PayCV/Create/Guided>) and enter the Employee ID or Name for an individual. Once you select the appropriate Master File Key ('MFK') to correct, you will be asked to enter the new MFK and amount to be moved. After you enter all required information, you will submit the entry, which will update the PayCV tables directly. Fringe will automatically be calculated and adjusted.
2. Adjustments for transactions more than 90-days old must be approved and completed by Grant Accounting or Accounting and Financial Reporting after you complete the correct Justification form. (<https://finapps.bo.uiowa.edu/PayCV/Create/Guided>).
3. For requests to adjust prior fiscal year's salary and fringe or to move ONLY salary or ONLY fringe dollars, for gifts, grants, or cost share accounts, please contact the proper Grant Accountant or [grant-accounting@uiowa.edu](mailto:grant-accounting@uiowa.edu). For all other types of accounts, contact Accounting and Financial Reporting ([AFR-ElecFinTrans@uiowa.edu](mailto:AFR-ElecFinTrans@uiowa.edu)).