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Overview

The HR Expense Adjustment process is used to correct funding for salary expenses that appear on your department’s LCD reports. This process guide demonstrates how to create, edit, cancel and approve an HR Expense Adjustment in the Financial Transaction Services (FTS) system, and how to view your previously entered HR Expense Adjustments.

Please note that not everyone has access to the HR Expense Adjustments module. Due to its sensitive nature, access is usually restricted to one to two people in a division or college.

If you have access to the HR Expense Adjustment module, you will be restricted to the specified Dept IDs identified on your Finance Systems Access Request Form. For example, if you work in department 1221 and want to make an expense adjustment moving a charge to department 1499, you must have access to both departments. If you do not have security access for a particular expense adjustment, send the HR Expense Adjustment information to your Division or Dean’s office to enter the adjustment on your behalf.

Once you have an approved HR Expense Adjustment, you must wait for the nightly process to run at 6:00pm, which will move the adjustment into the SJSU@Work system for processing. Once the HR Expense Adjustment has been distributed, it cannot be changed. This means you must be certain that the change you are entering is correct and appropriate. You can edit or cancel your expense adjustments throughout the day; however, after the nightly job runs, all approved adjustments submitted will be final.

If you find yourself correcting funding every month for the same employee, you should view the LCD Setup Audit report for your department to verify that the employee’s position funding information is correct. If the employee is not setup correctly, you can submit a Position Management request.

Log into SJSU@Work

Use your SJSUOne account and DUO app/FOB key to login to SJSU@Work. If you do not know your SJSUOne credentials or need assistance with DUO, please contact the IT Help Desk for assistance.

1. Go to one.sjsu.edu.
2. Search for and click on the SJSU@Work tile.

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1 Navigation: SJSU Human Resources > Payroll for North America > SJSU Labor Dist Reports > LCD - Setup Audit
The SJSUOne login page displays.

3. Enter your SJSUOne ID and Password.

4. Click on the Sign In button.

5. You will be prompted to confirm login with the DUO app on your smartphone or with the DUO FOB key.

The SJSU@Work Homepage displays.

Run LCD Monthly Pay Check Report

This section will demonstrate the steps to running the LCD – Monthly Pay Check Report.

Go to navigation:

1. Main Menu
2. SJSU Human Resources
3. Payroll for North America
4. SJSU Labor Dist Reports
5. LCD – Monthly Pay Check Report.
Select a Run Control.

1. Click on the Find an Existing Value Tab.
2. Click Search.
3. Select the desired Run Control ID.

First Time Users:

1. Click on the Add a New Value Tab.
2. Enter Run Control Name.
3. Click Add.

Note: You cannot use spaces in your run control name.

Enter your search criteria.

1. **CSU Payroll Tape Period:** Select the desired pay period. (Format YYYYMM.)
   - July 2022 = 202207
   - January 2023 = 202301
2. **Department:** Enter your desired Dept ID.
3. Click Save.
4. Click Run.

Note: Dean/AVP Level checkbox allows you to retrieve all the Dept IDs within your College/Division department node.
Run the Process.

1. **Select Format:** PDF or XLS
2. Click OK.

Click on Process Monitor.

Identify the Process.

1. Check your Search Criteria.
2. Locate Process Name SJLCD007.
3. Click on Details.
Click on View Log/Trace

Identify the output file: PDF or XLS.

Locate Pay Check with Erroneous Chartfields.

Note: You will need to locate specific data points on this report for your HR Expense Adjustment:

1. Home Dept ID
2. Empl ID - Rcd
3. Chrg Pd
4. Chck #
Log into FTS

1. Go to one.sjsu.edu.

2. Search for and click on the FTS tile.

The FTS Homepage displays.
The Homepage provides a summary showing the number of requests in different process statuses with quick links and the modules the user has access to.

**Note:** The user can only view requests for their DeptID(s).

**Process statuses sections:**

- **Open Items:** Displays the number of requests that have been created, but have not been submitted for approval.

- **Items Pending Approval:** Displays requests that are waiting for department approval.

- **AP Processing:** Displays Travel Authorizations and Travel Reimbursements waiting for Payment Services’ approval.

Each section shows a total of requests and they are quick links that can be clicked on to view the transactions involved.

Also on the Homepage are the FTS modules:

- **Travel** (All active SJSU employees have access to this module.)

- **Purchasing/Payments**

- **Transfers**

- **Other** (All active SJSU employees have access to this module.)

- **Expense Adjustments**
Create an HR Expense Adjustment

This section will demonstrate the steps to creating an HR Expense Adjustment.

**Expense Adjustments Module**

Click on the **+**.

The HR Expense page displays.

To process an HR Expense Adjustment, you must provide the following information from the Monthly Pay Check Report:

- Charge Period
- Home Dept ID
- Check Number
- Empl ID
- Rcd #

*The HR Expense Adjustment page displays a warning message.*

Note: *This is an important warning message. It explains that you can modify expense adjustments entered throughout the day. After the nightly job runs to process these entries, the expense adjustments are final and cannot be changed the next day or at any other time in the future.*
**Review Current Funding.**

**Enter Corrections.**

You cannot change the Account using this module. Please consult with the University Budget Office if you need to change the Account.

You can split fund the paycheck by clicking on the button.

You can only use two decimal points on the Percent field. Example: 66.67% and 33.33%.

The Total Percent must equal 100%.

**Submit for Approval.**

The status will change to Approved.

You or your approving official must approve the HR Expense Adjustment before it can be exported to SJSU@Work for processing.

You can edit or cancel your HR Expense Adjustments until 6:00pm when the nightly job runs. All approved HR Expense Adjustments will be processed and cannot be corrected a second time.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>The account where the salary expenditures was charged</td>
</tr>
<tr>
<td>Fund</td>
<td>The Fund charged to pay the employee salary expense.</td>
</tr>
<tr>
<td>Dept ID</td>
<td>The department charged for the employee salary expense.</td>
</tr>
<tr>
<td>Program, Class, Project</td>
<td>These are optional codes used to track expenses for specific faculty, activities, projects, and grants.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount of the check.</td>
</tr>
<tr>
<td>Percent</td>
<td>The percentage of the check that will be charged to the designated chartfields.</td>
</tr>
</tbody>
</table>
Search for an HR Expense Adjustment

This section demonstrates how to search for an HR Expense Adjustment.

Expense Adjustments Module

Click on the button.

The HR Expense Adjustments Search Page Displays.

Enter search criteria.
Click the Search button.

View the Search Results.

Click on the checkmark button next to the desired pay check.

View the HR Expense Adjustment Status:

- **Pending Approval:** HR Expense Adjustment can be edited or canceled.
- **Approved:** HR Expense Adjustment can be canceled, modified or edited by an approver.
  
  *Non-approvers cannot edit approved entries, but can cancel adjustments.*

- **Distributed:** HR Expense Adjustment cannot be edited or cancelled.

The nightly job will process the approved entries.
Approve an HR Expense Adjustment

This section demonstrates how to cancel an HR Expense Adjustment.

The HR Expense Adjustment Page Displays.

Note: The Status must be Open or Pending Approval.

Click the Approve button.

The Confirmation Message Displays.
Cancel an HR Expense Adjustment

This section demonstrates how to cancel an HR Expense Adjustment.

The HR Expense Adjustment Page Displays.

Note: The Status must be Approved or Pending Approval.

Click the Cancel Adjustment button.

The Warning Message Displays.

To confirm the cancellation, click OK.

The Confirmation Message Displays.

Adjustment Canceled.