Which Documents to Use to Correct Payroll
APC/APD, PDC Determination and Process
Flowchart

Faculty/Staff

Preparer*

Department Business Office

Identifies need for correction

Identifies need for correction

Review situation/transaction requiring correction

Is correction for biweekly, 40A or 70A staff?

Yes

Is correction for staff member who completes a PAR?

No

Is correction for the current reporting period?

No

Is the correction changing an object code or DREF only?

No

This is an APC. Prepare an APC/APD document

Yes

Forward to Preauditor for review/approval

Is correction for the current reporting period?

Yes

Is there enough time to process before cut-off for semester reporting period? (document due to Accounting 5 days before the end of the month)

Yes

This is an APC. Prepare APC/APD document

No

Yes

Forward to SPS for review/approval

Is there enough time to process before cut-off for semester reporting period? (document due to Accounting 5 days before the end of the month)

No

Is Fund 340-369, 440-469

Yes

Is account locked? Bypass approval required?

No

Is account locked? Bypass approval required?

Yes

Forward to Accounting Services for Processing

Yes

Forward to Preauditor for review/approval

Yes

Forward to SPS for review/approval

No

Is 120 day approval required?

Yes

Is account locked? Bypass approval required?

No

Is account locked? Bypass approval required?

Yes

Forward to SPS for review/approval

No

Is the correction changing an object code or DREF only?

No

This requires a PDC. Prepare PDC document

No

Is 120 day approval required?

No

Is Fund 340-369, 440-469

No

Is account locked? Bypass approval required?

No

Is the correction changing an object code or DREF only?

Yes

Forward to Preauditor for review/approval

Yes

Forward to Ag Accountant or Business Manager

Forward to Ag Accountant or Business Manager

No

Yes

Forward to Ag Accountant or Business Manager

No

Is account locked? Bypass approval required?

Yes

Forward to SPS for review/approval

No

Is account locked? Bypass approval required?

Yes

Forward to Accounting Services for Processing

No

Is the correction changing a previous certification on the PAR?

Yes

Forward to Preauditor for review/approval

Yes

Forward to Costing for processing

No

*NOTE: In addition to the Preparer, another individual in the Business Office may need to sign as the Authorized Signer

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Preauditor

SPS

AG Accountant/Business Manager

Accounting

Costing

This requires a PDC. Prepare PDC document

Yes

Forward to Ag Accountant or Business Manager

Is the correction changing a previous certification on the PAR?

No

Forward to Preauditor for review/approval

Yes

Forward to Costing for processing

This requires a PDC. Prepare PDC document

No

Is the correction changing a previous certification on the PAR?

Yes

Forward to Preauditor for review/approval

Yes

Forward to Costing for processing

This requires a PDC. Prepare PDC document

No

Is the correction changing a previous certification on the PAR?

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Forward to Preauditor for review/approval

Yes

Forward to Costing for processing

This requires a PDC. Prepare PDC document

No

Is the correction changing a previous certification on the PAR?