

PAYROLL DISTRIBUTION CHANGE FORM (PDC)

1) How do I know if I need to submit a Payroll Distribution Change Form (PDC)?

Every month budget administrators are expected to reconcile their budgets. This requires budget administrators to review their monthly payroll distribution for accuracy. Should an employee be charged either to the incorrect index or account a distribution change form will need to be submitted in order to make the correction. The key contact in your area should have the reports that contain the information to fill out the PDC.

2) Examples of when to fill out a Payroll Distribution Change form as opposed to an HRM Action Form?

A Payroll Distribution Change form is submitted anytime incurred salary expenses need to be reallocated. The form is also used to reallocate future salary charges. There are only two types of employees that can't have their future expenses changed with a PDC and they are student employees charged to account #'s 61430 and 61530 and adjunct professors paid monthly through the College of Professional Studies (CPS). In order to change salary allocations going forward for students you must contact the Office of Student Employment and have the student hired into a position number that charges the correct index/account and CPS should be contacted for any adjunct employees.

<http://www.northeastern.edu/hrm/resources>

3) Where do I go if I need a form?

Forms can be found on the HRM website

<http://www.northeastern.edu/hrm/resources/hr-payroll/index.html>

4) How do I know if I have the right position number?

You should be using the position referenced on the monthly payroll distribution report for which the mischarge occurred.

5) How do I complete the "From" and "Thru" dates found in section 1 of the form?

If you are moving salary expenses which were mischarged for a specific time period, you should use the 1st day of pay period as the "from" date and the last day of the pay period as the "thru" date.

SEMI-MONTHLY (Salaried Professionals) the pay period are 1st - 15th and 16th - last day of month. So the "From Date" should either be the 1st or the 16th of the month and the "Thru Date" should be either the 15th or the last day of the month.

From Date (Required)	Thru Date
<input type="text" value="1/16/2013"/>	<input type="text" value="4/30/2013"/>

Weekly Paid – Sunday starts the pay period and Saturday ends it.

From Date (Required)	Thru Date
<input type="text" value="12/30/2012"/>	<input type="text" value="1/5/2013"/>

If you want the change to just continue until further notice you just leave the thru date blank and the changes will continue until another PDC is submitted.

From Date (Required)	Thru Date
<input type="text" value="7/1/2013"/>	<input type="text"/>

If a 'Thru Date' is entered the charges will default back to where the charges were on the day before the "From Date". If the below change was submitted, on 5/1/2013 the salary charges would once again charge #230000-61130.

From Date (Required)	Thru Date
<input type="text" value="1/1/2013"/>	<input type="text" value="4/30/2013"/>

PDCR - Section 2: Change in Regular Earnings

From Index/Acct (11 digits)	Percent	To Index/Acct (11 digits)	Percent
<input type="text" value="230000-61130"/>	<input type="text" value="100.00"/>	<input type="text" value="500150-61130"/>	<input type="text" value="100.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6) How do I know if Budget and/or RAF's signatures are needed?

RAF's signature is needed on any forms that a research Index is involved (Ledger 5 or 4 accounts). Budget's approval is need for any departments that are not considered RC areas. Budget Director's or Associate Dean's review may be required in RC departments. If a form is sent directly to HR/PR and requires additional signatures, the form will be forwarded to the necessary area for their approval and the processing of the form will only be delayed.

7) **When will the changes be reflected in Banner?**

Once the fully approved form has been received by HR Payroll it will be processed within 3-5 business days and will be reflected in Banner the next day. PDC forms are processed primarily on Mondays, Thursdays or Fridays.