

PAYROLL EXPENSE RECLASSIFICATION REQUEST

NOTE: A PAYROLL TRANSACTION THAT HAS ALREADY OCCURRED CAN BE RECLASSIFIED TO THE CORRECT ACCOUNT (FOAP) BY USING THIS FORM.
HOWEVER, IF YOU HAVEN'T DONE SO ALREADY:



YOU MUST SUBMIT A **PRA TO HR** TO HAVE THE EMPLOYEE'S RECORD CORRECTED FOR ALL FUTURE PAYMENT TRANSACTIONS.

EX.	ID	EMPL NAME	DESCRIPTION		POSITION	JTYPE	Incorrect (As Posted)				DOC#	FY	EARN	HR	\$ Amount	D/C	Correct (Reclass)					Posted Not Reclassified			
			YEAR	PAY ID			Fund	Org.	Account	Prog.							Fund	Org.	Account	Prog.	\$ Amt to Reclass				
	N00000001	SMITH, JOHN	2006	MN	1	0	199000	HGRX	11000	25555	60000	1234	F0006234	2006	110	70	350.00	D	11000	25555	60600	1234	350.00	-	
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A	0																							-	
										TOTAL:						\$	-					\$	-	\$	-

SUBMITTING DEPARTMENT:

DEPARTMENT:

SUBMITTED BY:

AUTHORIZED BY:

DATE SUBMITTED:

INSTRUCTIONS FOR USING THIS FORM:

Payroll financials should be reviewed for accuracy at least once each month. As soon as an entry requiring reclassification is discovered, this form should be completed and sent to Payroll. Using information from Banner Finance, for each Payroll item that you would like to reclassify from one FOAP to another, complete fields A through R. Then enter the Correct FOAP in fields S through V. Complete the Submitting Department authorization section to the left and send to **PayrollHelp@newschool.edu**, indicating "Reclassification, date and your department name" in the Subject or through mail to **Payroll at 80 Fifth Ave, 4th Fl.** Payroll will process the reclassification with the next applicable payroll based on the same submission deadlines as PRAs. If you have questions, please contact Payroll at the email address above or by calling **212-229-5674 x4963**.

PAYROLL DEPARTMENT -- 80 Fifth Ave, 4th Fl. -- NY, NY 10011

Phone: 212-229-5674 x4963

eMail: PayrollHelp@newschool.edu

Web: http://www.newschool.edu/admin/treasurer/payroll/

DATE RECEIVED:

DATE RECLASSIFIED:

COMPLETED BY:

FOR PAYROLL USE: