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# STARS USER MANUAL

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## PAYROLL ADJUSTMENTS

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### INTRODUCTION

Use the Transaction Codes below to adjust payroll data that has processed in STARS. You can move payroll expenditures to a different PCA, Index, Grant or Project, but must use the same Position Control Number (PCN). The Transaction Codes will require a Position Control Number and a subobject code in the Personnel Costs Object Code range (4000s).

### PAYROLL EXPENDITURE ADJUSTMENT TRANSACTION CODES

The following can be used in a Batch Type 4 or 5 for adjusting payroll expenditures.

- TC 268 - Payroll Expenditure Adjustment – Reduction. Use to adjust the 326 transactions. It reverses incorrect information postings. It requires a Position Control Number (PCN) and an expenditure subobject in the 4000 range. Use with offsetting TC 269.
- TC 269 - Payroll Expenditure Adjustment – Charge. Use for 326 adjustments. It posts correct information. It requires a Position Control Number (PCN) and an expenditure subobject in the 4000 range. It offsets TC 268.

The total of the TC 268 must equal the TC 269 by Position Control Number.

These Transaction Codes will be included in the Wage & Salary report. Therefore, salary and wages need to be adjusted separately from employee benefits.

The annual Wage and Salary report is created from the EIS Position Control File and the STARS Operating File. The Position Control File provides the budgeted numbers and the STARS Operating File provides the actual payroll expenses.

### PERSI PRIOR YEAR ADJUSTMENTS

When PERSI is notified about a change in an employee's status and there are eligible wages that have not been reported to PERSI, PERSI generates a PERSI Prior Year Adjustment using a TC 13P that "bills" the employee's agency.

That agency then enters a TC 24P to pay PERSI, and uses the following:

- Second Agency = 183 (PERSI)
- PCN = 9666
- Expenditure Subobject = 4291 (PERSI Prior Year Employer Contribution)
- Vendor Number = 826000952-87
- Invoice Number = PERSI's Document number and Suffix

The agency releases the batch. Then they send an e-mail, with PERSI Prior Year Payment in the subject line, to the Division of Statewide Payroll (DSP) [dspheldesk@sco.idaho.gov](mailto:dspheldesk@sco.idaho.gov) requesting them to release the batch.

If the agency uses Payment Services to pay PERSI, Payment Services will upload the batch to STARS and the batch will error. The agency releases the batch in STARS, and then sends an e-mail, with PERSI Prior Year Payment in the subject line, to the Division of Statewide Payroll (DSP) [dspheldesk@sco.idaho.gov](mailto:dspheldesk@sco.idaho.gov) requesting them to release the batch.