



## Policy 2.16 Earnings Code Corrections for Bi-Weekly Employees

**Responsible Official:** VP for Finance  
**Administering Division/Department:** Payroll  
**Effective Date:** January 01, 2008  
**Last Revision:** March 13, 2009

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### Overview

This policy outlines how to handle earnings code corrections for bi-weekly employees.

### Applicability

All bi-weekly employees.

### Policy Details

If hours are coded incorrectly for bi-weekly employees, departmental representatives need to correct the error as quickly as possible. Some examples include regular hours recorded instead of jury duty, vacation hours recorded instead of bereavement, vacation hours recorded instead of floating holiday, or vacation hours recorded instead of sick hours or visa versa.

#### Department Procedure

1. If the earnings code correction deals with an earnings code other than vacation and sick time, contact the [Payroll Department](#) with an email notification authorizing a correction of the earnings code. The email should contain:
  - Subject line: Earnings Code Adjustment
  - Employee's Name
  - Employee's ID Number
  - Employee's Record Number
  - The wrong earnings code used with the number of hours and the correct earnings code.
2. If the earnings code correction is between vacation and sick time, complete the [Vacation and Sick Leave Balance Change Form](#).
3. Review the [Payroll Calendar](#) to help manage employee expectations.

4. Inform the employee that the Payroll Department will process the earnings code adjustments in the next available bi-weekly cycle, and that the earnings code adjustment will show on the employee's pay stub.

**Payroll Procedure**

1. Write up the adjustment to be keyed.
2. Process the Vacation and Sick Leave Balance Change Form.
3. Process the request in the next available bi-weekly payroll cycle.

**Definitions**

*Earnings Code Corrections* : Corrections made to the statements of bi-weekly employees who have had the wrong earnings code used to record hours in prior cycles.

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/2.16>
- [Payroll Department:](http://www.finance.emory.edu/external/deptpages/pay/index.cfm) (http://www.finance.emory.edu/external/deptpages/pay/index.cfm)
- [Vacation and Sick Leave Balance Change Form:](http://www.finance.emory.edu/external/forms/vacsick.pdf) (http://www.finance.emory.edu/external/forms/vacsick.pdf)
- [Payroll Calendar:](http://www.finance.emory.edu/external/forms/vacsick.pdf) (http://www.finance.emory.edu/external/forms/vacsick.pdf)

**Contact Information**

Subject	Contact	Phone	Email
Earnings Code Corrections	Payroll Department	404.727.6100	payroll@emory.edu
Payroll Department	Karla Dawson	404.727.2640	karla.dawson@emory.edu
Payroll Department	Joleen Mitchell	404.727.6137	joleen.mitchell@emory.edu

**Revision History**

- Version Published on: Mar 20, 2007
- Version Published on: Mar 20, 2007 (Original Publication)