Policy 2.16  
Earnings Code Corrections

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.16 for the current version.

Responsible Official: Vice President for Finance/Chief Finance Officer  
Administering Division/Department: Payroll  
Effective Date: March 20, 2007  
Last Revision: March 29, 2007

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Overview

Handling of code corrections for bi-weekly employees.

Policy Details

Examples

Bi-weekly employee:

- Regular hours recorded instead of Jury Duty.  
- Vacation hours recorded instead of Bereavement.  
- Vacation hours recorded instead of Floating Holiday.

Important Items to Remember

- The department Timekeeper or Human Resources Representative will need to contact Payroll with an email notification authorizing a correction of the earnings codes:  
  - Erin Pickens: epicken@emory.edu  
  - Joleen Mitchell: jmitch2@emory.edu

- The email should contain:
  - Employee’s ID Number.  
  - Employee’s Record Number.  
  - The wrong earnings code(s) used with the number of hours and the correct earning code(s).  
  - A statement informing payroll that this is an earnings code adjustment.

- Payroll will process the earnings code adjustments in the next available bi-weekly cycle. The earning codes adjustment will show on the employees stub.

Department’s Responsibilities

I. Contact Payroll via email as soon as possible. Keep payroll run datelines in mind before submitting your request.  
II. Contact the employee to let them know the correction will be made on the next available paycheck.

Payroll’s Responsibilities
I. Write up the adjustment to be keyed.
II. Process the request in the next available bi-weekly cycle.

Definitions

Earnings code corrections: bi-weekly employees who have had the wrong earning code used to record hours in prior cycles.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/2.16](http://policies.emory.edu/2.16)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Code Corrections</td>
<td>Payroll</td>
<td>404-727-6100</td>
<td><a href="mailto:payroll@emory.edu">payroll@emory.edu</a></td>
</tr>
</tbody>
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Revision History

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*