Dummy Job Form & Checklist for Payroll Adjustment

Purpose: For payroll to request from personnel the setup of a temporary "dummy" job for a previous or current employee. Payroll uses the dummy job to adjust an employee’s deductions for a job assignment that is either terminated or has an ECLS that is ineligible for the deduction(s) to be adjusted.

The regional campus payroll office must complete the appropriate fields before forwarding the form to the regional campus personnel office for data entry.

Requested By: ____________________________ Date: ___________________

PEAEMPL:
- Make note of Last Day Worked: ____________________
- Original ECLS: _______________________
- Termination Reason: _______________________
- Change status to “Active”
- Change ECLS to (Payroll - circle one): NT or XT

NBAJOBS:
- Create new job using (Payroll - circle one): PCN 999990, suffix 0 for NT employees
  - PCN 999999, suffix 0 for XT employees
- Effective Date (Payroll to complete): __________________
- Change ECLS to (Payroll - circle one): NT or XT
- Job Change Reason: PADJ (Payroll Adjustment)
- Step: 0
- Rate: 0
- Factor: 1
- Pays: 1
- Terminate record on (Payroll to complete; if processing in an adjustment run, should be the day following the effective date.): ____________________
- Change Personnel Date to Last Day Worked (refer to PEAEMPL date notated above)

PDADEDN:
- Federal Withholding – 020
  - Activate with effective date of (Payroll to complete): ____________________
  - Terminate with effective date of (Payroll to complete): ____________________
PDADE DN cont’d:

☐ FICA Medicare - 030
  Activate with effective date of (Payroll to complete): _________________________
  Terminate with effective date of (Payroll to complete): _________________________

☐ FICA Old Age - 040
  Activate with effective date of (Payroll to complete): _________________________
  Terminate with effective date of (Payroll to complete): _________________________

☐ Adjustment- ADJ
  Activate with effective date of (Payroll to complete): _________________________
  Terminate with effective date of (Payroll to complete): _________________________

☐ Send form to Payroll for adjustment processing.

Entered by: ___________________________ Date: _____________________

After Payroll adjustment has processed:

Date processed (Payroll to complete): _________________________

PEAEMPL:

☐ Terminate employee using the original termination reason notated above.

☐ Change ECLS to original designation as notated above.

Entered by: ___________________________ Date: _____________________

Original: Employee’s personnel file