Workday Configuration Change: Payroll Accounting Adjustments

**Topic/Function:** Cost Center Budget and Journal Specialist now able to initiate Payroll Accounting Adjustments with HR Finance Coordinator Approval

**Audience:**
- Cost Center Journal Specialist
- Cost Center Budget Specialist
- HR Finance Coordinator

**Overview:**
The UNR Workday support team was successful in getting a configuration change for making payroll adjustments (the old PR45). Now the cost center journal and budget specialists in each department can initiate the entry and the HR Finance Coordination will approve. Previously, only the HR Finance Coordinator role could enter these changes.

**Change:**
New Entry roles added:
- Cost Center Journal Specialist
- Cost Center Budget Specialist

New Approval role:
- HR Finance Coordinator

**Training:**
We scheduled a number of one hour online trainings for the people in these new entry roles. Go to the [HR Training Calendar](#) to register for the session. These sessions will also be recorded and available online for future viewing.

**Financial Roles and Security:**
If you had people in the HR Finance Coordinator role just for input purposes, please submit a Financial Security ticket to have this role removed. The Cost Center Budget or Journal Specialist roles can also be requested by submitting a Financial Security ticket.

If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.
Job Aid:

There is a brief job aide in the NSHE Workday Training Worklet on your Workday home page. Search for Payroll Accounting Adjustment.

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