

# Payroll Journal Decision Tree

Department discovers that salary was not charged correctly

Is the salary you're going to transfer moving to a grant chart string?

Yes

No

Was the expenditure incurred over 12 months ago?

Yes

No

**STOP!**  
Generally not approved. If original charge exists on a grant, non-sponsored chart string recommended.

Are the expenditures over 90 days?

Yes

No

Do relevant Effort Reports support the journal? (certified & timely)

Yes

No

Proceed with the journal.  
😊

Remember 90 day letter must be signed by PI

**STOP!**  
Contact Effort Coordinator if you believe effort is in error otherwise the journal cannot be processed.

Is a grant being credited (i.e. moved off a grant to a non-sponsored)?

No

Yes

Proceed according to NU policies and procedures.

Check Effort Reports Support Credits (make sure to remove appropriate amount)

Proceed with journal. Complete 90-day justification letter as needed.

Proceed with online journal in FASIS  
Notify ASRSP only if grant is ending and the journal will not post before a financial report or invoice is due.