Filling out the PAR Adjustment JE Template

-Click on the corresponding tab: either bi-weekly or monthly

-Fill in the gray fields:

-Name

-Pay period

-Fund numbers (not gray, in column A)

-Either hours listed on PAR for bi-weekly, or percentage listed on PAR for monthly

-For bi-weekly, the hours listed should not include the compensated absences or overtime

-Total pay at the bottom is the total pay for that pay period

-The amount paid:

-For bi-weekly, this amount paid should come from the Discoverer report and listed as it’s allocated on the report

-For monthly, this amount paid can be found on the right side of the PAR and listed as it’s allocated on the PAR

-Enter overtime hours for bi-weekly, if applicable

-If there was overtime, enter the amount paid, which should also come from the Discoverer report, and fill it out as you did for regular hours

-If there was no overtime, just leave this blank

-Enter compensated absences for bi-weekly, if applicable

-If there were compensated absences, enter the hours and pay rate in the gray fields and the rest calculates on its own (You will not do anything with these values, it’s just proof of how the PAR should look)

-If there were no compensated absences, just enter the pay rate, and zero for hours

-Print and attach with the JE