

### **SALARY JOURNAL GUIDANCE**

The following accounts have been set up to enable corrections to the postings of salary transactions:

- 600297 - Salaries - Academic Non Casual
- 600397 - Salaries - Academic Casual
- 601297 - Salaries - General Non Casual
- 601397 - Salaries - General Casual
- 709110 - Scholarship Stipends - Research

These accounts may be used by a finance officer to process a salary correction either in total (for multiple staff) or by individual staff member. **These accounts must be used on each side of the journal** (as both the debit and credit account).

**If processing a correction by staff member**, the data will report by employee in the Management Reporting Framework (MRF) Transaction Details report provided the description is completed as follows:

Format for Description (30 characters max):

- Employee Number (full 7 characters)
- Position number (full 7 characters)
- Date (e.g. Feb 2015 to be shown as 0215)
- Employee surname (only 9 characters remaining so may only be able to record part)
- **Example: 1234567,8901234,0215,SmithA**

If you do not need to report the transaction by employee, an alternate description can be used instead.