Reviewing and Approving Payroll Adjustments

As a Finance Executive, Payroll Partner or SPA Partner, you are required to review and approve Payroll Adjustments. The guide below shows how Payroll Adjustment will appear in your inbox and highlights important fields/information.

To approve a Payroll Adjustment:
1. Click on the “Review Payroll Accounting Adjustment” task in your PeopleSync inbox to view details.
2. Review details and check for an attachment, if the Payroll Adjustment impacts Fund 24/25.
3. Confirm all details are correct and click “Approve” at the bottom of the screen.

Questions? Contact PeopleLink at 212-992-LINK (5465) or askpeoplelink@nyu.edu

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