UNIVERSITY OF HAWAII
FORM INSTRUCTIONS
JOURNAL VOUCHER - PAYROLL (FMIS-22P) Page 1

PURPOSE:	This form is used to record payroll journal entries.

DATA ITEM	COMPLETION INSTRUCTIONS
All fields must be completed unless noted otherwise. A separate journal voucher form must be completed for each individual for each pay period.	
CAMPUS	Enter system campus that corresponds with account being debited. Refer to A12.099.
Page 1 of __	Enter total number of pages used for this 'J' document.
DATE	Enter date form prepared.
BANK	Pre-determined.
DOCUMENT NO.	Enter remaining 6-digits of journal entry number (Jnnnnnn). nnn - first 3-digits represent the Fiscal Officer code. nnn - remaining 3-digits are at the discretion of the department. Enter same 6-digit document number in space provided at bottom of form.
EMPLOYEE NAME	Enter employee name, last name, first name and if applicable middle intial.
SOCIAL SECURITY NUMBER	Enter social security number.
PAYROLL PAID DATE	Enter date that payroll was paid.
TRANSACTION TYPE	Pre-determined.
ENTRY NO.	Pre-printed.
DEBIT	
ACCOUNT	Enter 6-digit debit account code.
SUB	Enter 4-digit sub code.
REF NO. 1	Required only when liquidating encumbered payroll. Enter encumbrance document number. Limited to 7-characters.
AMOUNT	Enter amount.
P/F	Required only when liquidating encumbrances. Enter 'P' for partial or 'F' for final liquidation.
CREDIT	
ACCOUNT	Enter 6-digit credit account code.
SUB	Enter 4-digit sub code.
REF NO. 3	Enter service date. Limited to 7 characters. Enter mmddyy without " / ".
DEBIT CC	Required only for cross campus journal entries. Enter the system campus code. Refer to A12.099.
CREDIT CC	Required only for cross campus journal entries. Enter the system campus code. Refer to A12.099.
TOTAL (All pages)	Enter total for all pages.
EXPLANATION	Enter a complete and clear explanation of why the adjustment is necessary.
YES/NO	Check appropriate boxes.
PREPARED BY	Print name and initial, include department, phone number, and date.
APPROVED BY	Print name and sign, include department, phone number, and date.
CENTRAL OFFICE USE ONLY	
APPROVED BY	Print name and sign, include office, phone number, and date.

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Additional pages

PURPOSE:	This form is used to record payroll journal entries.

DATA ITEM	COMPLETION INSTRUCTIONS
All fields must be completed unless noted otherwise. A separate journal voucher form must be completed for each individual for each pay period.	
Page __ of __	Enter page number and total number of pages used for this document.
DOCUMENT NO.	Enter same 6-digit document number from page 1. Enter same 6-digit document number in space provided at bottom of form.
ENTRY NO.	Pre-printed.
DEBIT	
ACCOUNT	Enter 6-digit debit account code.
SUB	Enter 4-digit sub code.
REF NO. 1	Required only when liquidating encumbered payroll. Enter encumbrance document number. Limited to 7-characters.
AMOUNT	Enter amount.
P/F	Required only when liquidating encumbrances. Enter 'P' for partial or 'F' for final liquidation.
CREDIT	
ACCOUNT	Enter 6-digit credit account code.
SUB	Enter 4-digit sub code.
REF NO. 3	Enter service date. Limited to 7 characters. Enter mmddyy without " / ".
DEBIT CC	Required only for cross campus journal entries. Enter the system campus code. Refer to A12.099.
CREDIT CC	Required only for cross campus journal entries. Enter the system campus code. Refer to A12.099.