



Department of Finance and Administration

Direct Payroll Adjustments Form for BY 2019

*Please note all information on this form should be typed, saved as a PDF and attached to journal entries remitted to DFA for approval.

Effective July 1, 2018, for all BY 2019 and future adjustments, Agencies who elect to reallocate payroll expenses via a Direct Payroll Adjustment in MAGIC will be required to complete the following annual agreement before entries are approved. **ALL** subsequent MAGIC payroll adjustments will require a copy of the finalized agreement for entries to be approved.

Agency agrees that DFA may require agency staff to produce detail-funding information by employee at any time. Agencies may be required to comply with this request within as little as a single business day. Additionally, in future, DFA may require agencies to provide a comprehensive annual report of employees and their funding distributions, which incorporate all MAGIC adjustments. Agency is required to provide two contacts for reporting in the Contact sections below.

Agency Information

Agency Name: _____

Business Area: _____

SPAHRs Number(s): _____

Agency Contact One

Contact Name: _____

Contact Title: _____

Phone Number: _____

E-mail Address: _____

Agency Contact Two

Contact Name: _____

Contact Title: _____

Phone Number: _____

E-mail Address: _____

Required Signatures

Agency Executive Director (Print Name and Title)

Agency Executive Director (Signature)

Date of Signature

Agency Accounting Director (Print Name and Title)

Agency Accounting Director (Signature)

Date of Signature