90 Day Journal Checklist

☐ Journal Entry Form with original signature from the Department or Business Administrator (DA or BA) or all departments involved. (Approval from other departments can be a scanned copy of their signature on the JE form or email approval).
  o If the employee has more than one record, note the record number on the top of the JE form

☐ 90 day letter signed by DA or BA and by each Principal Investigator (PI) of grant (if grant involved- PI signature can be a scanned copy).

☐ Completed journal template showing retro funding changes, position number and employee name. This is needed to verify funding (make any necessary corrections on form) and show compensation rate for position.

☐ Certified Effort Report (when applicable).

☐ Copies of paychecks for respective journal period. Be sure to “view all” distribution lines.

☐ Copy of GL Journal View. This is needed to show any previous journals done.

Things to keep in mind when completing a 90-day journal:

- All chartstrings must be open for the dates of the journal
- Account code must be valid on the project
- When faculty/staff has more than one appointment, the position funding will not be the same as the certified effort, but the dollar amounts should match.
- When looking at paychecks, be sure to use only the amounts paid on the position number for which you are making changes
- Journals must be done by quarter. Use the templates below as a guide for the dates to use when journaling for biweekly employees
- The journal templates are great tools. Be careful not to delete the formulas in the spreadsheet- otherwise, the spreadsheet will not calculate correctly
- All chartstring PTA’s must sign the journal
- All PI’s must sign the 90 days