

**Purpose:**

The Vision application has a tool available to assist with the processing of mass payroll and/or billing adjustments. This tool can significantly decrease the amount of time spent on manual entries. Criteria can be used to select groups of employees and customers as well as establish certain eligibility requirements. Adjustments are specified in hours, and total amounts can be calculated using either a flat rate, factored against employee rates or by using a special formula.

During the process, a list of adjustments that meet the specified criteria is displayed. This list can be reviewed and specific adjustments deleted as needed prior to being applied to the system. Once applied, each adjustment will be available in the Payroll Adjustment Masters for further editing and reviewing purposes.

Below is an outline of the Generate Adjustment Tool:

**SELECTION CRITERIA: Determines the Employees and Customers that will be selected.**

**Employee Criteria**

WeekEnding: 10/01/06 | Template Name: Holiday  
 G/L Account: 10001545 | Earning Type: REGULAR | Payroll Code: REGULAR

**Eligibility** (Circled in red)

Hire Date: 12/27/04 | Seniority Date: 12/27/04 | Union Code: [ ]

Employee Status:  All  Active  Inactive

Holiday Level	Name	Department	Name	Shift Code	Name
ALL	DEFAULT	ALL	01-EMPLOYEES	ALL	SWING SHIFT
DEFAULT	DEFAULT	100	ANCHOR	2	DEFAULT
		100A	REPORTER	GRAVE	GRAVEYARD
		200R	TEST		
		400	500		
		500	TRAINING DE...		
		999	ACCOUNTING		
		ACCT			

Group A No	Group A Name	Group B No	Group B Name	Group C No	Group C Name
ALL	DEFAULT	ALL	GROUP B FILT...	ALL	DEFAULT
DEFAULT	SVSR(TEST)	BTEST	DEFAULT	DEFAULT	DEFAULT
SUPERVISOR		DEFAULT			

Buttons: New Template, Edit, Generate, Save Template, Undo, Locate, Exit

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**Customer Criteria**

WeekEnding: 10/01/06 | Template Name: Holiday  
 G/L Account: 10001545 | Earning Type: REGULAR | Payroll Code: REGULAR

**Customer** (Circled in red)

Customer No	Customer Name
ALL	GAP
0000	TARGET
1	ST. MARY'S HOSPITAL
100	YIVA
1001	COMMUNITY LIVING
101	SECURITY FORCES CONTROL CENTER
111	MADE UP COMPANY
11654	

Group A No	Group A Name	Group B No	Group B Name	Group C No	Group C Name
ALL	DEFAULT	ALL	GROUP B FILT...	ALL	DEFAULT
DEFAULT	SVSR(TEST)	BTEST	DEFAULT	DEFAULT	DEFAULT
SUPERVISOR		DEFAULT			

Buttons: New Template, Edit, Generate, Save Template, Undo, Locate, Exit

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**PAYMENT CRITERIA:**  
*Establishes the employee eligibility rules and amount to be paid.*

**Special Note:**  
If the selection includes non-worked days, the "By Week" option is also used by default and it must contain at least 1 hour worked within that week.

**Generate Adjustments**
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Week Ending: 10/29/06
Template Name: Holiday Not Worked

G/L Account: NDNE
Earning Type: NWH
Payroll Code: DEFAULT

Employee Criteria
Customer Criteria
Billing Criteria
Payment Criteria

**Hours Worked**

By Week

Hours Worked: >= 20    Week Ending: 10/29/06

Worked

Based On Earnings:  ALL,  6TH,  ADVANCE

By Day

Hours Worked: = 0    Date: 10/23/06

Worked

Not Worked

Based On Earnings:  ALL,  6TH,  ADVANCE

Default Customer/Location:  Default Customer: \_\_\_\_\_     Default Location: \_\_\_\_\_

Hours to Pay: 8    Rate: 0    Factor: 1     Flat Rate     Emp Rate \* Factor     Formula Based On Hours Worked

Second Payroll Adjustment: Active  Earning Type: \_\_\_\_\_ Rate: 0    G/L: \_\_\_\_\_    P/R Code: \_\_\_\_\_

Third Payroll Adjustment: Active  Earning Type: \_\_\_\_\_ Rate: 0    G/L: \_\_\_\_\_    P/R Code: \_\_\_\_\_

New Template
Edit
Generate
Save Template
Undo
Locate
Exit

Added: VALIANTDEV    Added: 10/17/2006 5:52:00 PM    Modified: VALIANTDEV    Modified: 11/12/2006 9:41:00 PM

**ADJUSTMENTS LIST: Available for reviewing accuracy and deletion of specific adjustments.**

**Results**
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AdjType	divDescripti	Post	locationno	Iname	LastName	EmployeeNo	SSNUM	GL_Account	FirstName	PayrollCode	EarningType	description1	description2	weekending	rec
PAYROLL	KIM_VALIAI	ALL POSTS	1	MELVILLE E	BILLUP	239400294	239400294	10001545	CHAUNCEY	REGULAR	REGULAR	Holiday - Ev	l = 0.000000	10/1/2006	
PAYROLL	KIM_VALIAI	ALL POSTS	RJV	MARSHALL	BILLUP	239400294	239400294	10001545	CHAUNCEY	REGULAR	REGULAR	Holiday - Ev	l = 0.000000	10/1/2006	
PAYROLL	KIM_VALIAI	ALL POSTS	TEST	INACTIVE L	BILLUP	239400294	239400294	10001545	CHAUNCEY	REGULAR	REGULAR	Holiday - Ev	l = 0.000000	10/1/2006	
PAYROLL	KIM_VALIAI	ALL POSTS	1	MELVILLE E	SIMMS	151515184	151515184	10001545	TODD	REGULAR	REGULAR	Holiday - Ev	= 76.800000	10/1/2006	
PAYROLL	KIM_VALIAI	ALL POSTS	1	NEWS	SIMMS	151515184	151515184	10001545	TODD	REGULAR	REGULAR	Holiday - Ev	= 76.800000	10/1/2006	
PAYROLL	KIM_VALIAI	ALL POSTS	1	TAPO EAST	SIMMS	151515184	151515184	10001545	TODD	REGULAR	REGULAR	Holiday - Ev	= 76.800000	10/1/2006	
PAYROLL	KIM_VALIAI	ALL POSTS	1	HERITAGE	WILLIAMSC	340950986	340950986	10001545	CORLISS	REGULAR	REGULAR	Holiday - Ev	l = 0.000000	10/1/2006	
PAYROLL	KIM_VALIAI	ALL POSTS	LEAD	LEADS 2	WILLIAMSC	340950986	340950986	10001545	CORLISS	REGULAR	REGULAR	Holiday - Ev	l = 0.000000	10/1/2006	

AdjustmentT	AdjustmentC	TotalAmt
BILLING	0	0
PAYROLL	8	230.4
TOTAL	8	230.4

Delete Row
Apply Changes
Cancel

**APPLY ADJUSTMENTS:** *Once list is verified, adjustments are applied to the system.*

AdjType	divDescripti	Post	locationno	Iname	LastName	EmployeeN	SSNUM	GL_Account	FirstName	PayrollCode	EarningType	description1	description2	weekendIn
PAYROLL	KIM_VALIAI	ALL POSTS	RJV	MARSHALL	BILLUP	239400294	239400294	10001545	CHAUNCEY	REGULAR	REGULAR	Holiday - E	1 = 0.000000	10/1/200
PAYROLL	KIM_VALIAI	ALL POSTS		1 NEWS	SIMMS	151515184	151515184	10001545	TODD	REGULAR	REGULAR	Holiday - E	1 = 76.800000	10/1/200
PAYROLL	KIM_VALIAI	ALL POSTS		1 HERITAGE	WILLIAMSON	340950986	340950986	10001545	CORLISS	REGULAR	REGULAR	Holiday - E	1 = 0.000000	10/1/200

  

AdjustmentT	AdjustmentC	TotalAmt
BILLING	0	0
PAYROLL	3	76.8
TOTAL	3	76.8

**ADJUSTMENT MASTERS:** *Each adjustment is automatically posted to the Billing/Payroll Adjustment Masters and can be edited and processed as a standard manual entry adjustment.*

<b>Payroll Adjustment</b>	
<b>Week:</b>	10/01/2006
<b>Employee:</b>	***515184 - SIMMS, TODD
<b>Customer</b>	VWV - HUDSON VALLEY
<b>Location</b>	1 - NEWS
<b>Post</b>	All Post
<b>Description:</b>	Holiday - EMPRATE 1.00 * 9.60 * 8.00 = 76.800000
<b>Regular Hours:</b>	8
<b>OverTime Hours:</b>	0
<b>Holiday Hours:</b>	0
<b>Regular Rate:</b>	9.60
<b>OverTime Rate:</b>	0
<b>Holiday Rate:</b>	0
<b>Taxable</b>	<input type="checkbox"/> <b>GL/Account:</b> GL EXPENSE FOR REGULAR EARNING
<b>Permanent</b>	<input type="checkbox"/> <b>Payroll Code:</b> REGULAR
<b>Monthly Only</b>	<input type="checkbox"/> <b>Pay Frequency:</b> WEEKLY
<b>Separate Check</b>	<input type="checkbox"/> <b>Earning Type:</b> REGULAR : REGULAR
<b>Adjustment Group:</b> _____	

**Special Note:**  
The calculation method that was used by the system is indicated in the description field along with the total amount of the adjustment.