


The **Payroll Adjustment** function allows you to add or subtract payroll hours and dollars.

Field	Definition
Week	Displays current week in which Payroll Adjustment will be applied.
Employee, Customer, Location and Post	Employee, Customer & Location must be selected from drop-down menu. The Post field can be "All" or individually selected.
Description	Provides an area for text entry to describe the reason for the Payroll Adjustment. The description will NOT display on the pay check stub.
Hours and Rates	Can be Regular, Overtime or Holiday (or designated Earning Type). <i>Flat dollar amounts can be designated by entering "1" in the "Regular Hours" field and the dollar amount in the "Regular Rate" field.</i>
Taxable	<i>Used only for non-Vault customers.</i> If checked, will apply appropriate taxation.
Permanent	If checked, copies payroll adjustment to the following week or month.
Monthly Only	If checked, applies payroll adjustment only monthly.
Separate Check	If checked, the Payroll Adjustment is paid on a separate payroll check.
GL/Account	User-defined.
Payroll Code	User-defined. Sometimes used in payroll export files.
Pay Frequency	<i>Used only for non-Vault customers.</i>
Earning Type	If using Vault, earning type which should match earning codes in Vault.
Adjustment Group	User-defined.

Option 1

Enter Payroll Adjustment from Masters Menu

1. Select Payroll Adjustment from Masters menu.
2. Select *Employee* by clicking **Employee Locate** button  located next to employee name. This will bring up Employee Lookup Master for active employees.
3. Select *Customer, Location* and *Post*.
4. Type *Description*.
5. Enter/select applicable data and options.
6. Select *Earning Type*.
7. Click **Save**.

Note: The payroll rates pull from the Employee Master. If using Post or Matrix rates, you must enter the appropriate rate.

Option 2

Enter Payroll Adjustment From the Schedule:

1. Right-click the employee in the schedule that is requiring a Payroll Adjustment.
2. Select Insert Payroll Adjustment.
3. The *Customer, Location, Post, and Employee* automatically populate.
4. Enter/select applicable data and options.
5. Select *Earning Type*.
6. Click **Save**.

Note: This option automatically populates Employee, Customer, Location and Post fields in the Payroll Adjustment screen.

Option 3

Enter Payroll Adjustment From Confirm Detail:

1. Right-click the employee in the schedule that is requiring a Payroll Adjustment.
2. Select Confirm Detail.
3. Click on *Adjustments* tab.
4. The *Customer, Location, Post, and Employee* automatically populate.
5. Select *Earning Type*.
6. Enter Description.
7. Check *Payroll* box and enter *Hour/Qty, Rate/Amt, and G/L Account*, if applicable.
8. Click **Save**.

*You can go to the Payroll Adjustment Master to view these adjustments.