

Payroll Adjustments

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Synopsis:

With 'Payroll Adjustments', the adjustments will go into the next payroll document in which the date on the adjustment falls within the pay cycle.

ACCESS 'PAYROLL ADJUSTMENTS'

- Full Payroll Menu
- Periodic Processing
- Payroll Adjustments



Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Employer Tax Rate / Limit Update		HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	Local Tax Rate / Limit Update		Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Payroll Adjustments		Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Custom Deduction / Employer Cont.		Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	EDI Document List		Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Auto-Email Report Distribution		Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Time Transfer Reports..	Payroll Tax Setup	Labor Cost Setups..	Payments
			Labor Cost Updates..	Customer Payroll Tax Setup		
			Automatic Data Migration..	State Tax IDs		

← PAYROLL ADJUSTMENTS | WORK DATE: 10/10/2019

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Payroll Employee No. ↑	Payroll Type ↑	Payroll Code ↑	Date ↑ ▼	Adjustment Amount	Status
→ [dropdown]				0.00	

MAKE PAYROLL ADJUSTMENTS

Once you have opened the payroll adjustments screen;

- Select an Employee No. to apply an adjustment
- Select the 'Payroll Type'
- Select a 'Payroll Code'
- Select the 'Date' of the payroll document to adjust
- Enter an 'Adjustment Amount'
- Click the 'Back' button

**Keep in mind that adjustments that have the same default sign as the payroll type (negative for deductions, withholdings, employer taxes, employer contributions) will increase the amount in the payroll line, where as the opposite sign will decrease the amount in the payroll line. The example below will increase this deduction by \$25.00 if the 4/15/19 is within the pay cycle.

← PAYROLL ADJUSTMENTS | WORK DATE: 10/10/2019 ✓ SAVED

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Payroll Employee No. ↑	Payroll Type ↑	Payroll Code ↑	Date ↑ ▼	Adjustment Amount	Status
→ TEST-EMP-AK	Deduction	401KPLAN	4/15/2019	-25.00	

