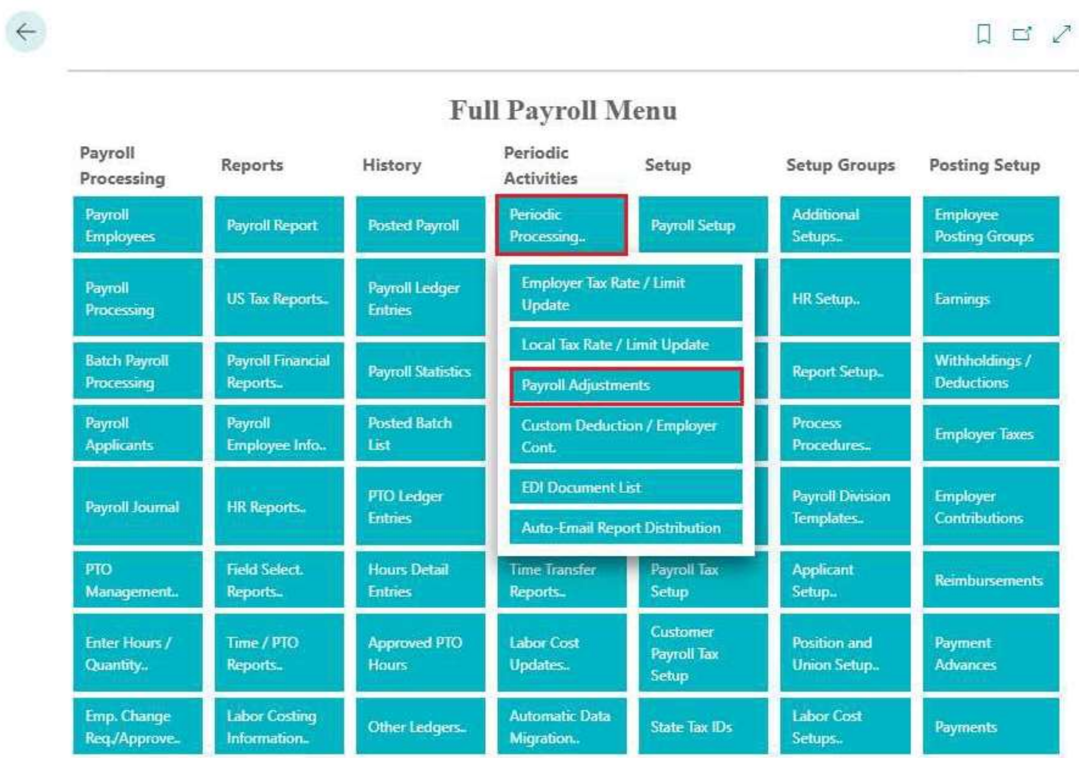
Payroll Adjustments

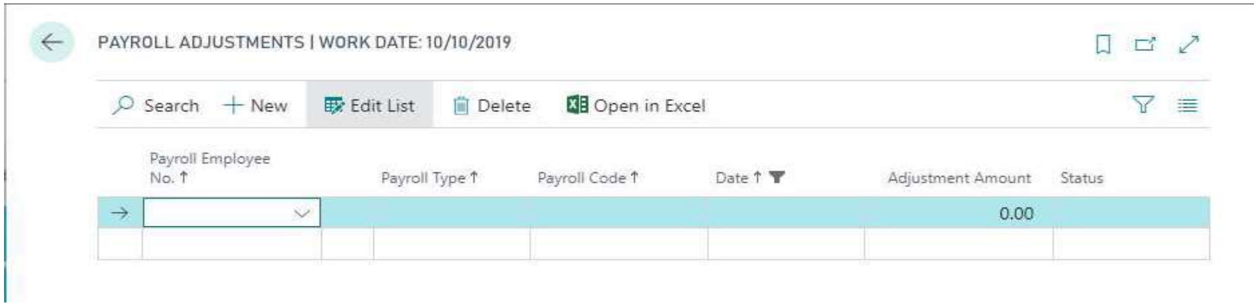
Modified on: Tue, 21 Dec, 2021 at 10:41 AM

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.

<u>ACCESS ‘PAYROLL ADJUSTMENTS’</u>

- Full Payroll Menu
- Periodic Processing
- Payroll Adjustments





<u>MAKE PAYROLL ADJUSTMENTS</u>

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.