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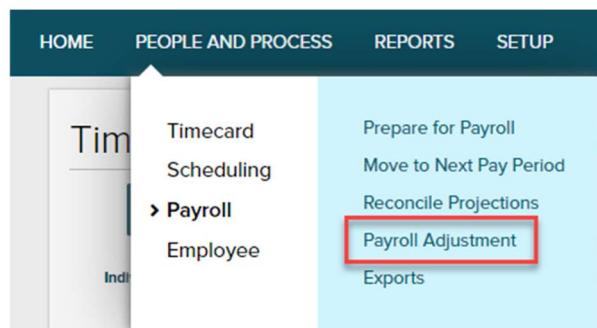
Time Management – General

Managing Payroll Adjustments in ADP

Time & Attendance

Making a Payroll Adjustment in ADP® Time & Attendance

1. Select **People and Process > Payroll > Payroll Adjustment**



2. For the employee for whom you want to make a payroll adjustment, click **Create Adjustment**.

Payroll Adjustment ?

2 of 13 **Albright, Anthony** Print Search

<status is active> Filter

Position ID: 13 Pay Class: BIWEEKLY Status: Active
Supervisor: Home Department: 400

CREATE ADJUSTMENT

Payroll Summary **Timecard Detail** **Benefits**

Date Selection: **Current Pay Period** 10/10/2020 - 10/23/2020 Search



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3. Complete all necessary fields as follows:

- **Pay Date:** Type a day in the current or next pay period that you want the adjustment made to
- **Pay Code:** Type the Pay Code that you want to pay the employee with
- **Adjusted Transaction Date:** Type the date that the employee is owed time for
- **Hours:** Type how many hours you want to pay the employee for

The screenshot shows the 'Labor Charge Fields' section of the ADP Time Management interface. It includes fields for Pay Date, Pay Code, Adjusted Transaction Date, Hours, Days, Rate, and Dollars. To the right, there are search fields for Department (400) and Job. A red box highlights the 'Hours' input field, which contains '0.00'.

4. Click **Submit**.

The screenshot shows the 'Notes' and 'Edit Reason' sections. It includes a large notes area, an 'Edit Reason' field with a search icon, and a 'SUBMIT' button. A red box highlights the 'SUBMIT' button.



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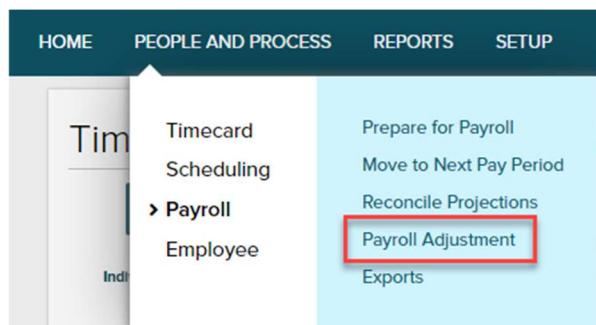
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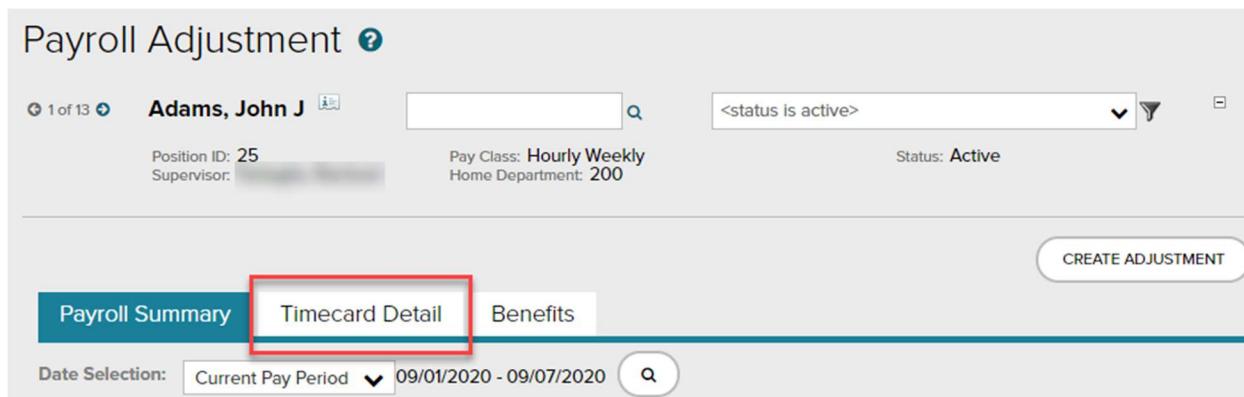
Time & Attendance

Editing or Deleting a Payroll Adjustment

1. Select **People and Process > Payroll > Payroll Adjustment**.



2. For the employee for whom you want to change a payroll adjustment, the **Timecard Detail** tab.



3. Click the **Adjustment Pay Date**.



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4. Do one of the following:

- To edit the **Payroll Adjustment**, change field values as you want and then click **Submit**.
- To delete the **Payroll Adjustment**, click **Delete**.

Labor Charge Fields

Pay Date: *	9/7/2020 <input type="button" value=""/>
Pay Code: *	OVERTIME <input type="button" value=""/>
Adjusted Transaction Date: *	9/1/2020 <input type="button" value=""/>
Hours:	8.00
Days:	0.00
Rate:	0.0000
Dollars:	0.00
Separate Check:	<input type="button" value="▼"/>
Notes:	<input type="text"/>
Edit Reason: *	EDIT <input type="button" value=""/>
<input type="button" value="SUBMIT"/> <input type="button" value="DELETE"/>	