

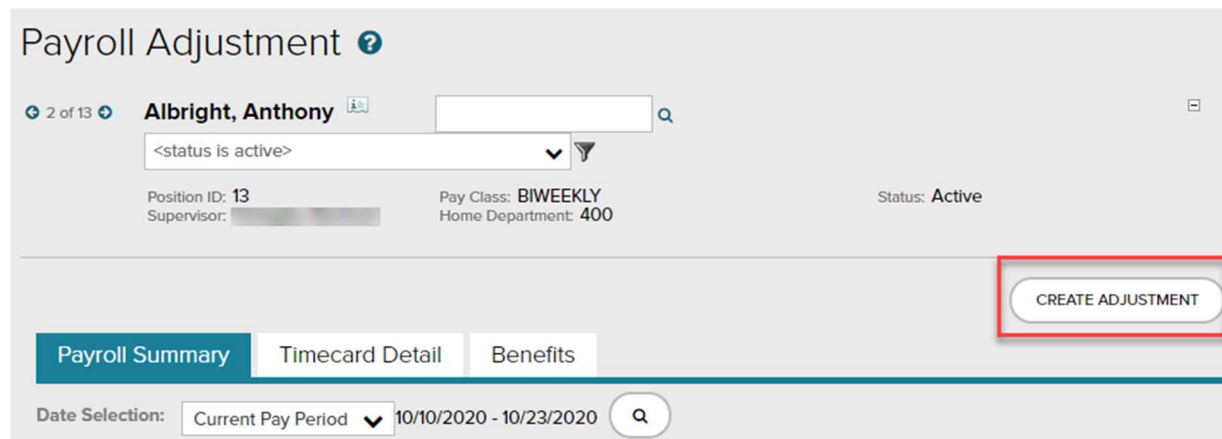
# Time Management – General Managing Payroll Adjustments in ADP Time & Attendance

## 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**

<status is active>

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

# Time Management – General

## Managing Payroll Adjustments in ADP

### Time & Attendance

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

Pay Date: \*

Pay Code: \*

Adjusted Transaction Date: \*

Hours:

Days:

Rate:

Dollars:

**Labor Charge Fields**

Department:

Job:

4. Click **Submit**.

Notes:

Edit Reason: \*

# Time Management – General Managing Payroll Adjustments in ADP 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.

**Payroll Adjustment** ?

1 of 13 **Adams, John J** 

Position ID: 25 Supervisor:  Pay Class: Hourly Weekly Home Department: 200 Status: Active


**Payroll Summary** **Timecard Detail** Benefits CREATE ADJUSTMENT


Date Selection:

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

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

Date Selection:

APPROVE FOR PAYROLL	PAY DATE	PAY CODE	DAYS	HOURS	RATE	DOLLARS	SEPARATE CHECK	ENABLED FOR TIME SUMMARY
	Mon 9/07	Overtime (OVERTIME)		8.00	0.0000	0.00		<input checked="" type="checkbox"/>

Adjustment Pay Date:  



# Time Management – General Managing Payroll Adjustments in ADP Time & Attendance

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**.

The screenshot shows the ADP Time Management interface for editing a payroll adjustment. The form is divided into two main sections: the left section for adjustment details and the right section for labor charge fields.

**Left Section:**

- Pay Date:** 9/7/2020 (with a calendar icon)
- Pay Code:** OVERTIME (with a search icon)
- Adjusted Transaction Date:** 9/1/2020 (with a calendar icon)
- Hours:** 8.00
- Days:** 0.00
- Rate:** 0.0000
- Dollars:** 0.00
- Separate Check:** (dropdown menu)
- Notes:** (text area)
- Edit Reason:** EDIT (with a search icon)

**Right Section: Labor Charge Fields**

- Department:** 200 (with a search icon)

**Buttons:** At the bottom, there are two buttons: **SUBMIT** and **DELETE**. Both buttons are highlighted with red boxes.