Making a Payroll Adjustment in ADP® Time & Attendance
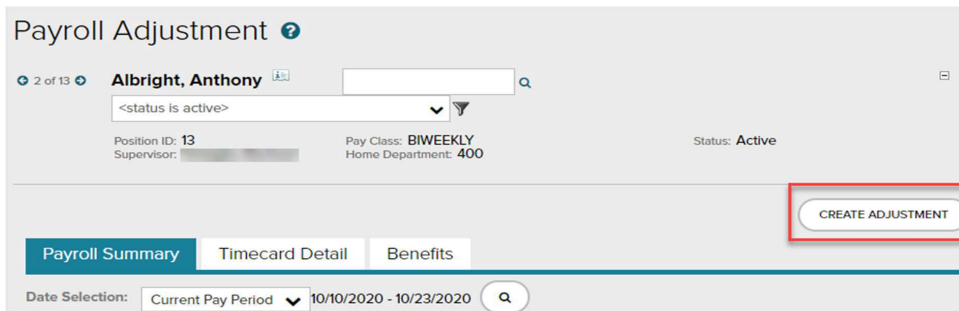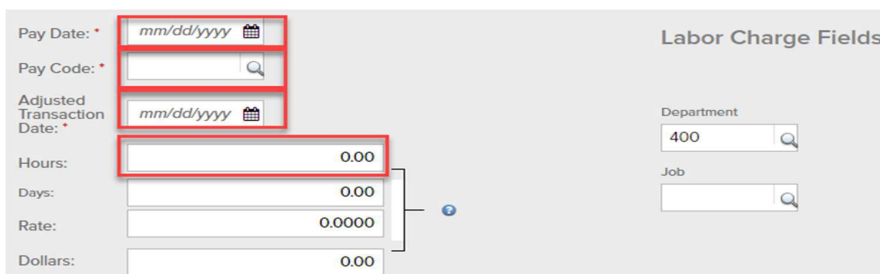
1. Select **People and Process** > **Payroll** > **Payroll Adjustment**
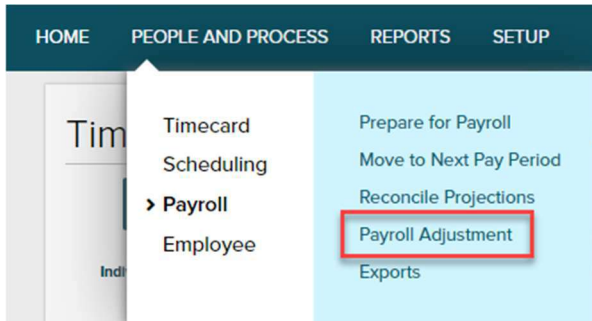
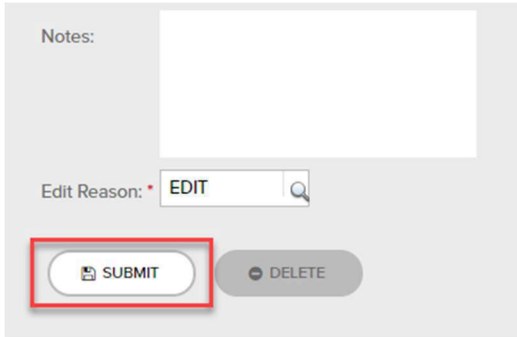2. For the employee for whom you want to make a payroll adjustment, click **Create Adjustment**.

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
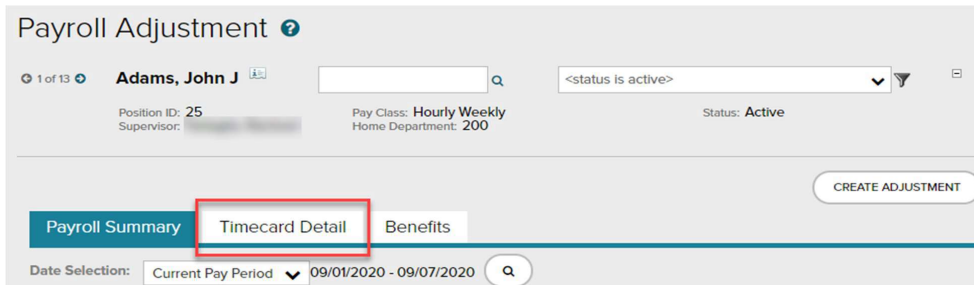
4. Click **Submit**.

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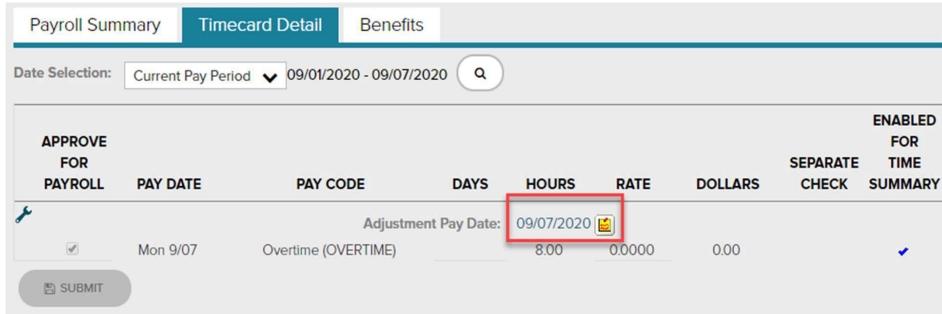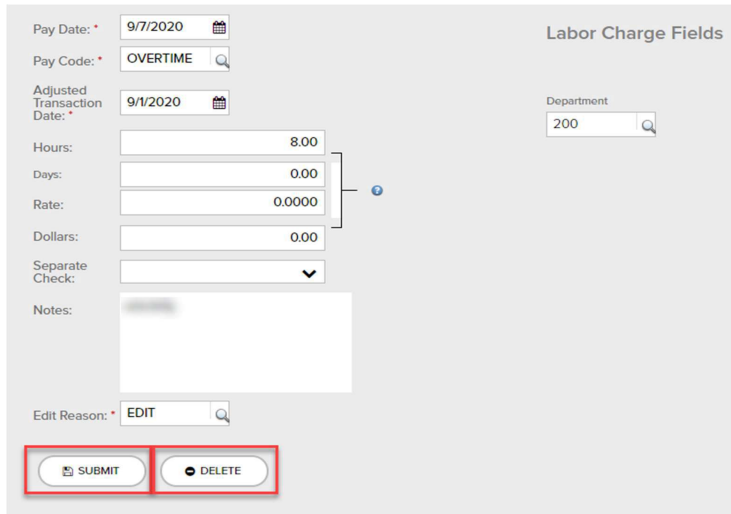
3. Click the **Adjustment Pay Date**.

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**.