

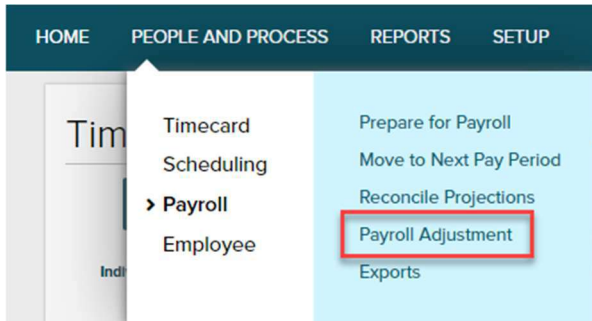
Time Management – General

Managing Payroll Adjustments in ADP

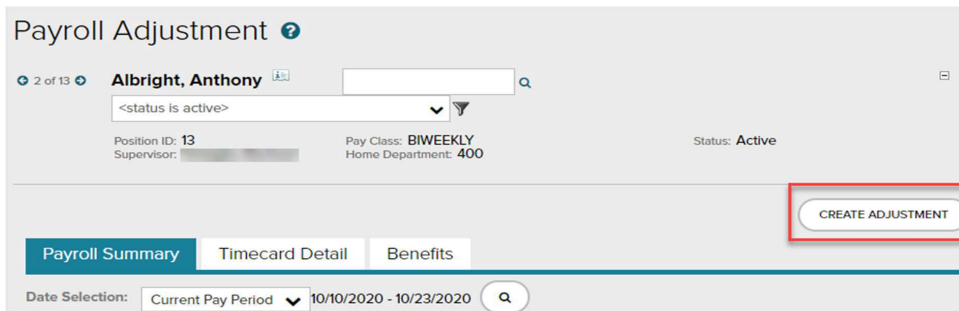
Time & Attendance

Making a Payroll Adjustment in ADP® Time & Attendance

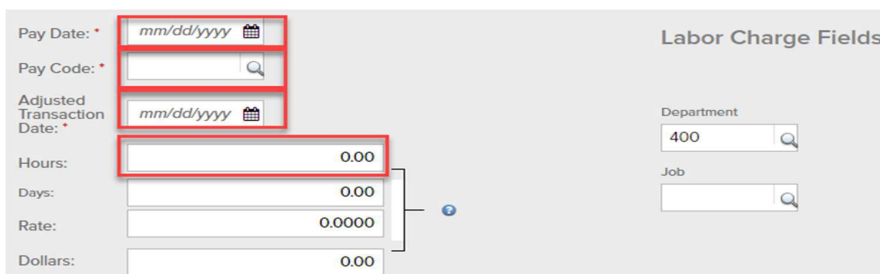
1. Select **People and Process > Payroll > Payroll Adjustment**



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

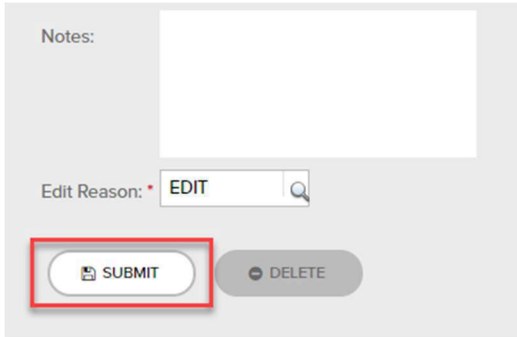


3. Complete all necessary fields as follows:
 - **Pay Date:** Type a day in the current or next pay period that you want the adjustment made to
 - **Pay Code:** Type the Pay Code that you want to pay the employee with
 - **Adjusted Transaction Date:** Type the date that the employee is owed time for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



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

- Click **Submit**.



Notes:

Edit Reason: * **EDIT**

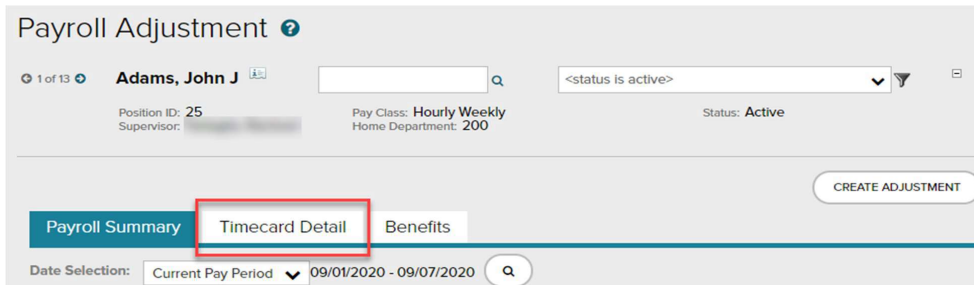
SUBMIT DELETE

Editing or Deleting a Payroll Adjustment

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



- 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: [redacted] Pay Class: Hourly Weekly Home Department: 200 Status: Active

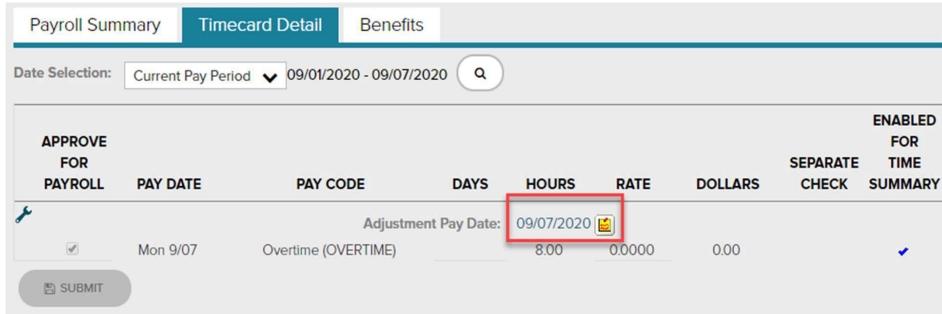
CREATE ADJUSTMENT

Payroll Summary **Timecard Detail** Benefits

Date Selection: Current Pay Period 09/01/2020 - 09/07/2020

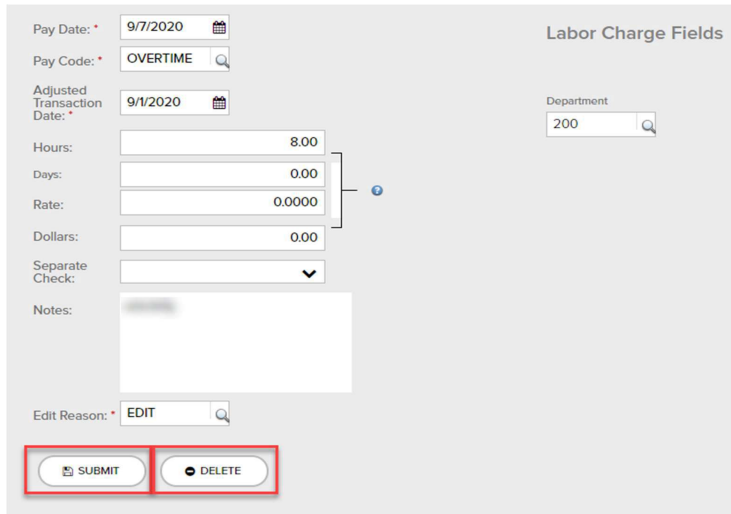
Time Management – General Managing Payroll Adjustments in ADP Time & Attendance

- Click the **Adjustment Pay Date**.



The screenshot shows the 'Timecard Detail' tab in the ADP system. At the top, there are tabs for 'Payroll Summary', 'Timecard Detail', and 'Benefits'. Below these is a 'Date Selection' dropdown set to 'Current Pay Period' with a date range of '09/01/2020 - 09/07/2020'. The main table has columns: 'APPROVE FOR PAYROLL', 'PAY DATE', 'PAY CODE', 'DAYS', 'HOURS', 'RATE', 'DOLLARS', 'SEPARATE CHECK', and 'ENABLED FOR TIME SUMMARY'. A single entry is shown for 'Mon 9/07' with 'Overtime (OVERTIME)' pay code, 8.00 hours, and a rate of 0.0000. The 'Adjustment Pay Date' is highlighted with a red box and shows '09/07/2020' with a calendar icon. A 'SUBMIT' button is at the bottom left.

- 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 'Labor Charge Fields' form. It includes fields for 'Pay Date' (9/7/2020), 'Pay Code' (OVERTIME), 'Adjusted Transaction Date' (9/1/2020), 'Hours' (8.00), 'Days' (0.00), 'Rate' (0.0000), 'Dollars' (0.00), 'Separate Check' (dropdown), and 'Notes'. There is also a 'Department' dropdown set to '200' and an 'Edit Reason' dropdown set to 'EDIT'. At the bottom, there are two buttons: 'SUBMIT' and 'DELETE', both of which are highlighted with red boxes.