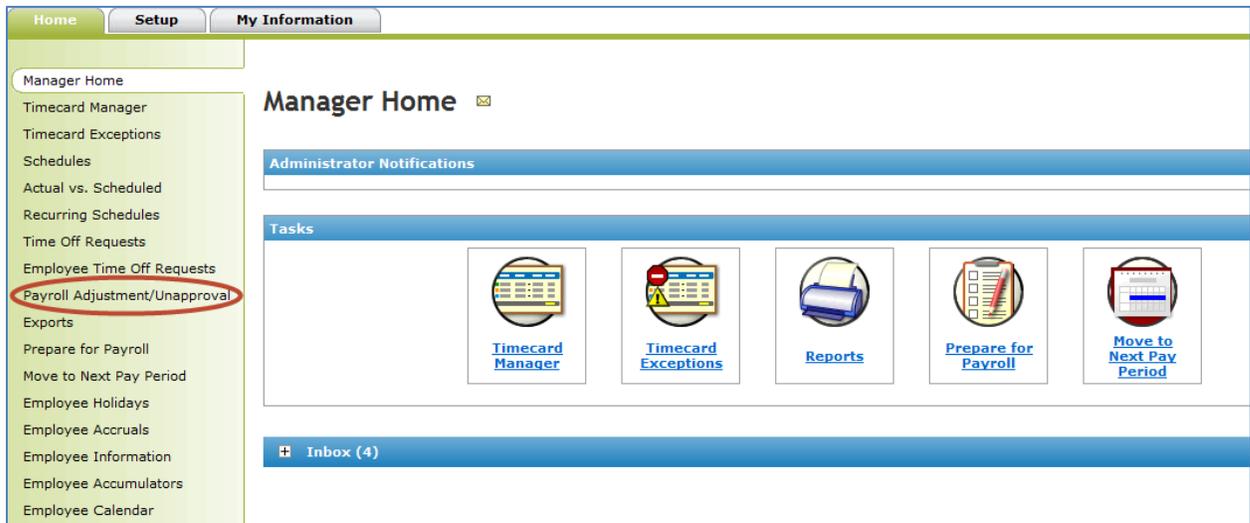


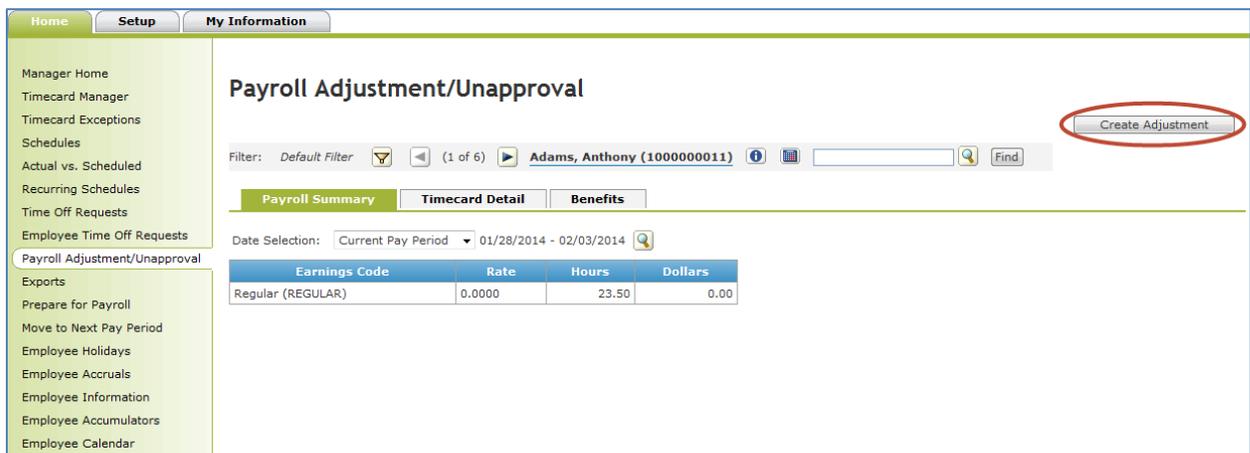
## Creating a Payroll Adjustment/Unapproval in ezLaborManager

**Note:** Payroll adjustments are done when a correction is needed for an employee's timecard in an archived pay period. It allows the employee's timecard to reflect that the adjustment was made, but does not count towards any overtime accumulations for the current pay period.

1. On the **Manager Home** page in ezLaborManager, click the **Payroll Adjustment/Unapproval** link.

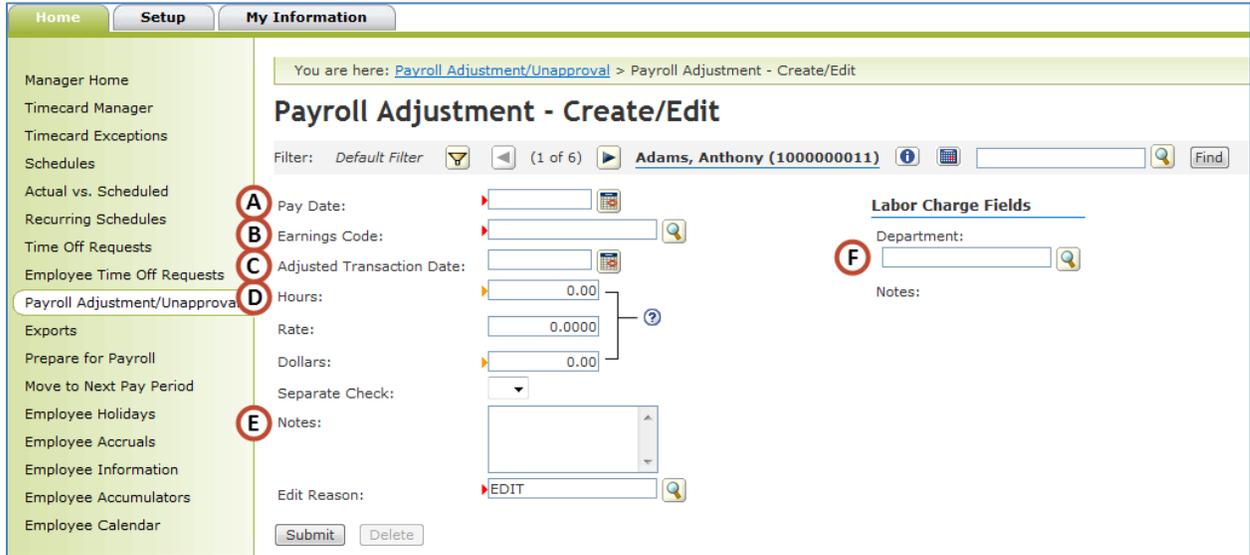


**Note:** On the **Payroll Adjustment/Unapproval** page, select the appropriate employee and click **Create Adjustment**.



## Creating a Payroll Adjustment/Unapproval in ezLaborManager

- In the **Payroll Adjustment – Create/Edit** screen, find the appropriate employee, fill in the fields below, and click **Submit**.



- Pay Date:** A day in the current or next pay period that you would like the time applied.
  - Earnings Code:** The earnings code for adjusted time, such as **REGULAR**, **SICK**, or **OVERTIME**.
  - Adjusted Transaction Date:** A date in a previous pay period that the employee is owed time.
  - Hours:** How many hours the employee should receive. If they were previously given too much time, then this can be a negative number. Do not use the **Dollars** field unless you are entering an adjustment for a supplemental earning.
  - Notes:** You can enter any notes you would like to explain the purpose of the payroll adjustment.
  - Department:** If you are tracking **Departments** and would like the payroll adjustment to reflect this in the reports section, you can choose a **Department**.
- Click **Submit**.

ADP ezLaborManager Visual Reference Card  
 Creating a Payroll Adjustment/Unapproval in ezLaborManager



4. Click **Timecard Manager**.

**Note:** The adjustment displays as a wrench icon.

**Note:** Click the wrench icon to display the details of the payroll adjustment.

The screenshot shows the 'Timecard Manager' interface for employee Adams, Anthony. The table below represents the data shown in the interface:

Select		Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tue	01/28/2014	01:00 PM	06:00 PM	4.50	4.50				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wed	01/29/2014	01:00 PM	06:00 PM	4.50	4.50				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	01/30/2014	01:00 PM	06:00 PM	4.50	4.50				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri	01/31/2014	01:00 PM	06:00 PM	4.50	4.50				
<input type="checkbox"/>		Sat	02/01/2014	12:00 AM				REGULAR			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sun	02/02/2014								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mon	02/03/2014	09:00 AM	03:00 PM	5.50	5.50				
					<b>Total Hours:</b>	<b>23.50</b>					

**Note:** Unless you have selected the **OVERTIME** Earnings Code in the payroll adjustment, the hours *do not* count towards overtime.

The screenshot shows the 'Time Pair Details' page for employee Adams, Anthony. The table below represents the data shown in the interface:

Status	Pay Date	Date In	Time In	Time Out	Hours	Out Type	Earnings Code	Department	Clock In ID	Clock Out ID	Rate Modifier	Shift Override	Edit Flag
	02/01/2014	02/01/2014	12:00 AM				Regular(REGULAR)						

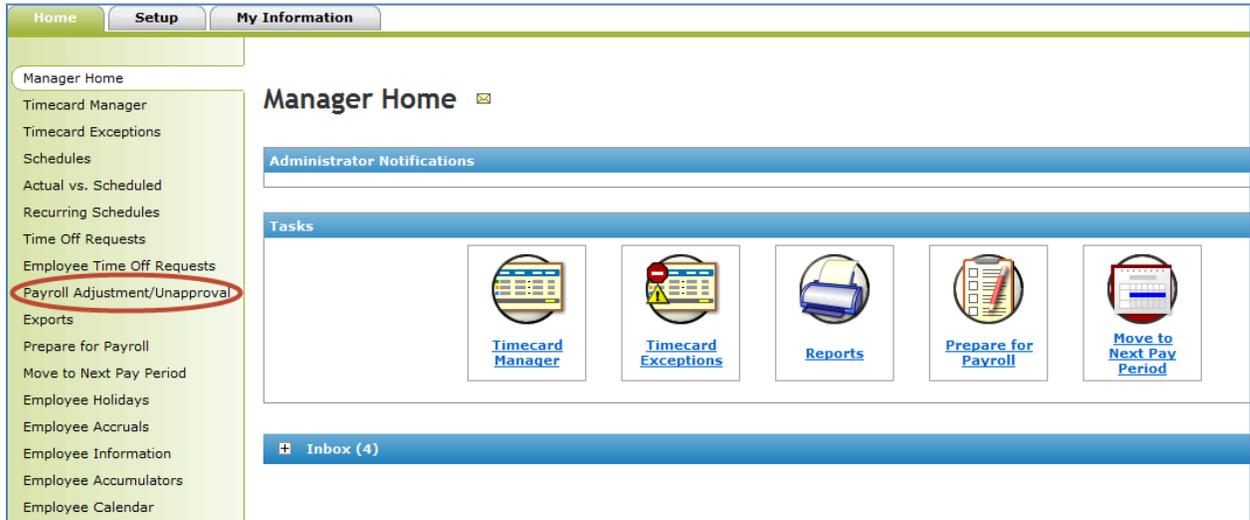
Notes: Employee forgot to punch on 1/23/14

Earnings Code	Pay Date	Adjusted Transaction Date	Hours	Pay Rate	Dollars	Separate Check Request
Regular(REGULAR)	02/01/2014	01/23/2014	8.00	0.0000	0.00	
<b>Total:</b>			<b>8.00</b>		<b>0.00</b>	

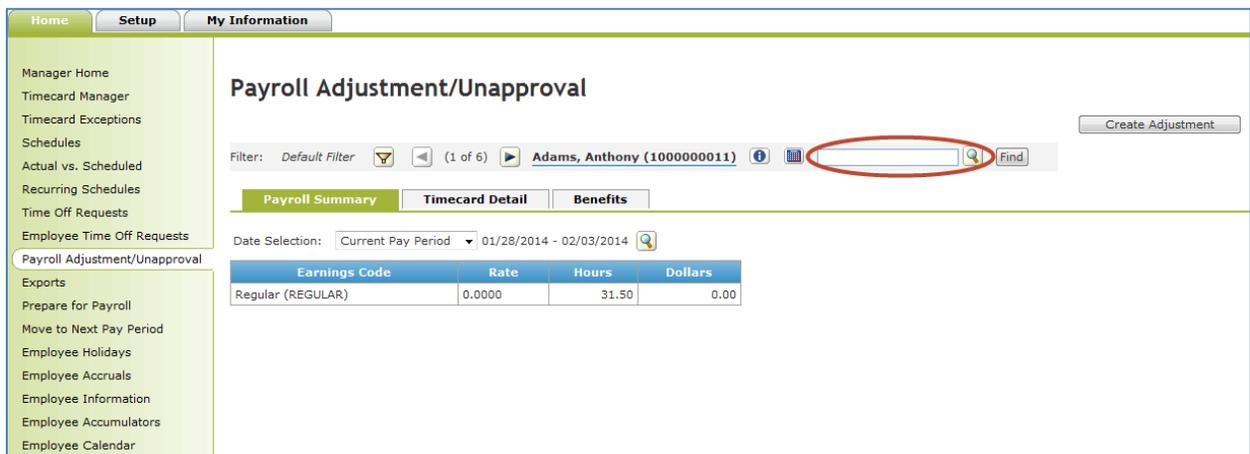
ADP ezLaborManager Visual Reference Card  
Creating a Payroll Adjustment/Unapproval in ezLaborManager

5. To edit or delete an existing payroll adjustment:

A. Click **Payroll Adjustment/Unapproval**.



B. Find the desired employee.



ADP ezLaborManager Visual Reference Card  
 Creating a Payroll Adjustment/Unapproval in ezLaborManager



C. Click **Timecard Detail** tab.

The screenshot shows the 'Payroll Adjustment/Unapproval' screen. The 'Timecard Detail' tab is highlighted with a red oval. The table below shows the current earnings data:

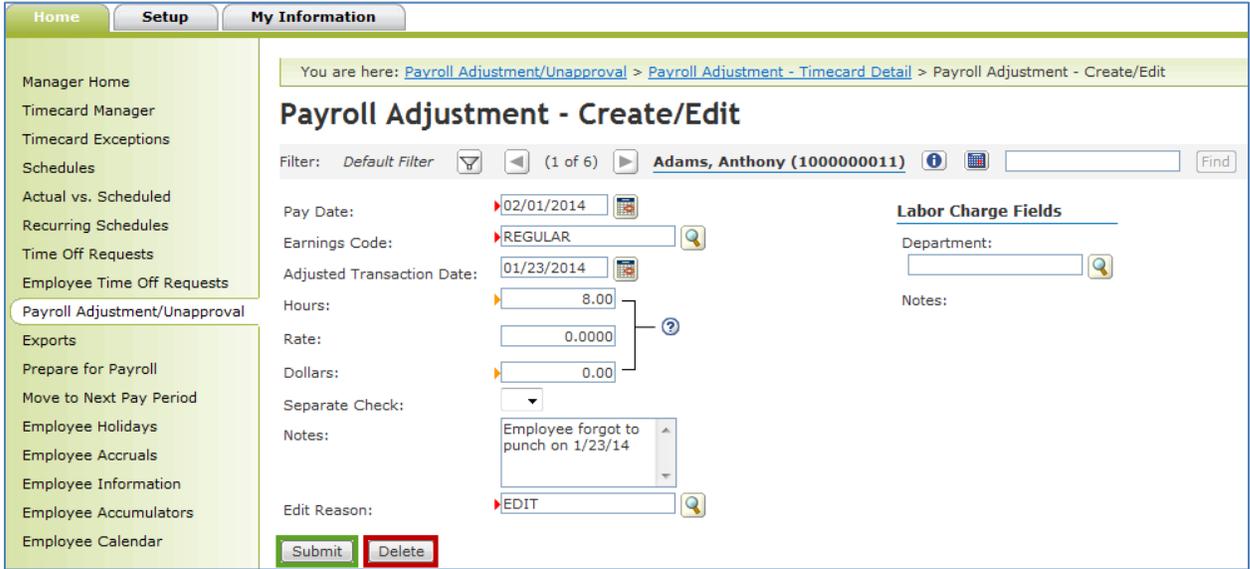
Earnings Code	Rate	Hours	Dollars
Regular (REGULAR)	0.0000	31.50	0.00

D. In **Payroll Adjustment - Timecard Detail**, click on the **Adjustment Pay Date** link.

The screenshot shows the 'Payroll Adjustment - Timecard Detail' screen. The 'Adjustment Pay Date' link is highlighted with a red oval. The table below shows the payroll records:

Approve for Payroll	Pay Date	Earnings Code	Hours	Rate	Dollars	Separate Check	Enabled for Export
<input checked="" type="checkbox"/>		Time pair: 01/28/2014 01:00 PM - 06:00 PM					
<input checked="" type="checkbox"/>	Tue 1/28	Regular (REGULAR)	4.50	0.0000	0.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Time pair: 01/29/2014 01:00 PM - 06:00 PM					
<input checked="" type="checkbox"/>	Wed 1/29	Regular (REGULAR)	4.50	0.0000	0.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Time pair: 01/30/2014 01:00 PM - 06:00 PM					
<input checked="" type="checkbox"/>	Thu 1/30	Regular (REGULAR)	4.50	0.0000	0.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Time pair: 01/31/2014 01:00 PM - 06:00 PM					
<input checked="" type="checkbox"/>	Fri 1/31	Regular (REGULAR)	4.50	0.0000	0.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>		Adjustment Pay Date: 02/01/2014					
<input checked="" type="checkbox"/>	Sat 2/01	Regular (REGULAR)	8.00	0.0000	0.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Time pair: 02/03/2014 09:00 AM - 03:00 PM					
<input checked="" type="checkbox"/>	Mon 2/03	Regular (REGULAR)	5.50	0.0000	0.00		<input checked="" type="checkbox"/>

E. You can now modify any of the information and click **Submit**, or **Delete** the **Payroll Adjustment**.



The screenshot shows the 'Payroll Adjustment - Create/Edit' interface. At the top, there are tabs for 'Home', 'Setup', and 'My Information'. Below the tabs is a breadcrumb trail: 'You are here: Payroll Adjustment/Unapproval > Payroll Adjustment - Timecard Detail > Payroll Adjustment - Create/Edit'. The main title is 'Payroll Adjustment - Create/Edit'. Below the title is a filter section with 'Default Filter', navigation arrows, '(1 of 6)', and a search box containing 'Adams, Anthony (100000011)'. The form fields are: Pay Date (02/01/2014), Earnings Code (REGULAR), Adjusted Transaction Date (01/23/2014), Hours (8.00), Rate (0.0000), Dollars (0.00), Separate Check (dropdown), Notes (Employee forgot to punch on 1/23/14), and Edit Reason (EDIT). On the right, there is a 'Labor Charge Fields' section with a Department dropdown and a Notes field. At the bottom, there are 'Submit' and 'Delete' buttons. A left sidebar contains a list of navigation options: Manager Home, Timecard Manager, Timecard Exceptions, Schedules, Actual vs. Scheduled, Recurring Schedules, Time Off Requests, Employee Time Off Requests, Payroll Adjustment/Unapproval (highlighted), Exports, Prepare for Payroll, Move to Next Pay Period, Employee Holidays, Employee Accruals, Employee Information, Employee Accumulators, and Employee Calendar.