

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 – Hours and/or Amounts are only included in the totals on Totals tab ?

1 of 3 **Jones, Bill**

Position ID: 2 Supervisor: Pay Class: HOURLY Home Department: Status: Active

Payroll Summary | Timecard Detail | Benefits

Date Selection: 08/09/20XX- 08/22/20XX

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

Labor Charge Fields

Department

Pay Date:

Pay Code:

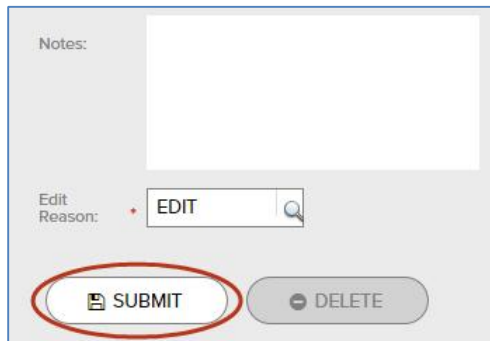
Adjusted Transaction Date: *

Hours:

Rate:

Dollars:

4. Click Submit.



The screenshot shows a web form interface. At the top left, there is a label 'Notes:' followed by a large, empty white text area. Below this, there is a label 'Edit Reason:' followed by a dropdown menu currently displaying the word 'EDIT' and a magnifying glass icon. At the bottom of the form, there are two buttons: 'SUBMIT' and 'DELETE'. The 'SUBMIT' button is circled in red, indicating it is the target of the instruction.

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 – Hours and/or Amounts are only included in the totals on Totals tab ?

1 of 3 Jones, Bill <status is active>

Position ID: 2 Pay Class: HOURLY Status: Active
Supervisor: Home Department:

Payroll Summary **Timecard Detail** Benefits

Date Selection: Current Pay Period 08/09/20XX- 08/22/20XX

PAY CODE	RATE	HOURS	DOLLARS
Sick (SICK)	0.0000	8.00	0.00

3. Click the Adjustment Pay Date.

Payroll Summary **Timecard Detail** Benefits

Date Selection: Current Pay Period 08/09/20XX- 08/22/20XX

APPROVE FOR PAYROLL	PAY DATE	PAY CODE	HOURS	RATE	DOLLARS	SEPARATE CHECK	ENABLED FOR EXPORT
<input checked="" type="checkbox"/>	Tue 8/11	Sick (SICK)	8.00	0.0000	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Adjustment Pay Date: 08/11/20XX

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.

Pay Date: 8/11/2015

Pay Code: SICK

Adjusted Transaction Date: 8/3/2015

Hours: 8.00

Rate: 0.0000

Dollars: 0.00

Separate Check: [dropdown]

Notes:

Edit Reason: EDIT

Labor Charge Fields

Department: [dropdown]

SUBMIT

DELETE