

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.

Home Setup M	ly Information
Manager Home Timecard Manager Timecard Exceptions	Manager Home 🛛
Schedules	Administrator Notifications
Actual vs. Scheduled	
Recurring Schedules	Tasks
Time Off Requests	
Employee Time Off Requests	
Payroll Adjustment/Unapproval	
Exports	Timored Timored Move to
Prepare for Payroll	Manager Exceptions Reports Payroll Period
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Employee Accruais	
Employee Information	■ Inbox (4)
Employee Accumulators	
Employee Calendar	

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

Home Setup I	My Information						
Manager Home Timecard Manager Timecard Exceptions	Payroll Adjustmer	nt/Unappro	val				Create Adjustment
Schedules Actual vs. Scheduled Recurring Schedules	Filter: Default Filter 🛛 🗨	(1 of 6) 🕨 Ada	ams, Anthony (Benefits	<u>1000000011)</u> (0 🔳 📃	Find	
Time Off Requests Employee Time Off Requests Payroll Adjustment/Unapproval	Date Selection: Current Pay Per	iod - 01/28/2014	- 02/03/2014				
Exports	Earnings Code	Rate	Hours	Dollars			
Prepare for Payroll	Regular (REGULAR)	0.0000	23.50	0.00			
Move to Next Pay Period							
Employee Holidays							
Employee Accruals							
Employee Information							
Employee Accumulators							
Employee Calendar							



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

Home Setup M	Information	-
	You are been Paural Adjustment/Japannaual > Paural Adjustment - Create/Edit	
Manager Home	Tou are nere. <u>Fayron Autostnenty onapproval</u> > Fayron Aujustnent - Create/Luit	_
Timecard Manager	Payroll Adjustment - Create/Edit	
Timecard Exceptions		
Schedules	Filter: Default Filter 🟹 🔄 (1 of 6) 🕨 Adams, Anthony (1000000011) 🕕 🗐	
Actual vs. Scheduled	Dav Data	
Recurring Schedules		
Time Off Requests	Earnings Code: Department:	
Employee Time Off Requests	Adjusted Transaction Date:	
Payroll Adjustment/Unapprova	Hours: 0.00 Notes:	
Exports	Rate: 0.0000 - 3	
Prepare for Payroll	Dollars: 0.00	
Move to Next Pay Period	Separate Check:	
Employee Holidays	Notes:	
Employee Accruals		
Employee Information	Ψ	
Employee Accumulators	Edit Reason:	
Employee Calendar	Submit Delete	

- A. Pay Date: A day in the current or next pay period that you would like the time applied.
- B. Earnings Code: The earnings code for adjusted time, such as REGULAR, SICK, or OVERTIME.
- C. Adjusted Transaction Date: A date in a previous pay period that the employee is owed time.
- **D.** 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.
- E. Notes: You can enter any notes you would like to explain the purpose of the payroll adjustment.
- **F. Department**: If you are tracking **Departments** and would like the payroll adjustment to reflect this in the reports section, you can choose a **Department**.
- 3. Click Submit.





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.

Home Setup M	ly Information									
Manager Home Timecard Manager										
Timecard Exceptions Schedules Actual vs. Scheduled	Filter: <i>Default Filter</i> Pay Date Range:	Filter: Default Filter 🗑 🔄 (1 of 6) 🕨 Adams, Anthony (1000000011) 💿 📓 🚺 🥥 End								
Recurring Schedules Time Off Requests	Printable View Payrol Save Save & C	I Summary Schedule	<u>Multiple Er</u>	mplovee View					Preferences	
Payroll Adjustment/Unapproval	Select	Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department	
Exports Prepare for Payroll	 □ □	ed 01/28/2014	01:00 PM	06:00 PM	4.50	4.50				 S
Move to Next Pay Period Employee Holidays	□ 2 ⊕ Th	u 01/30/2014	01:00 PM	06:00 PM	4.50	4.50				
Employee Accruals Employee Information	Fri	i 01/31/2014 at 02/01/2014	01:00 PM 12:00 AM	06:00 PM	4.50	4.50		REGULAR		
Employee Accumulators Employee Calendar		In 02/02/2014	09:00 AM	03:00 PM	5.50	5.50				
		02/03/2014	05.00 AM	Total Hours:	23.50	3.30				
	Save Save & C	Calculate	nsert Copy	Paste	ar Dele	ete				

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

Time Pai	r Detail	s											
Adams, Anthon	y (1000000	11) 🕕											
Time Pair Deta	il											Edit Au	udit History
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
2	02/01/2014	02/01/2014	12:00 AM				Regular(REGULAR)						
Rounded Times:													
Notoci Employed	forget to pup	ch on 1/32/14											
Notes: Employee	forgot to pun	ch on 1/25/14											
DISCRIDUCION													
Earnings	Code	Payl	Date	Adjuste	d Transactio Date	n	Hours	Pay	r Rate	D	ollars	Separate Check	k Request
Regular(REGULA	R)	02/01/2014		01/23/2014	4		8.0)	0.000	0	0.00		
	Total:						8.0)			0.00		
Exceptions													
No Exceptions Fo	und.												
imecard Detai	I												
Timecard State:	Cur	rent Pay Perio	d										
Timecard Status		Timecard is pr	ocessed with i	no errors or v	warnings								





- 5. To edit or delete an existing payroll adjustment:
 - A. Click Payroll Adjustment/Unapproval.

Home	My Information
Manager Home Timecard Manager Timecard Exceptions	Manager Home 🛛
Schedules Actual vs. Scheduled Recurring Schedules	Administrator Notifications
Time Off Requests Employee Time Off Requests Payroll Adjustment/Upapproval	
Exports Prepare for Payroll	Timecard Manager Timecard Exceptions Reports Prepare for Payroll Move to Next Pay Payroll
Move to Next Pay Period Employee Holidays Employee Accruals	
Employee Information Employee Accumulators Employee Calendar	+ Inbox (4)

B. Find the desired employee.

Home	My Information			
Manager Home Timecard Manager Timecard Exceptions	Payroll Adjustn	nent/Unappro	oval	
Schedules Actual vs. Scheduled Recurring Schedules	Filter: Default Filter 🕎 Payroll Summary	(1 of 6) (1 of 6)	dams, Anthony Benefits	(100000011)
Employee Time Off Requests Payroll Adjustment/Unapproval	Date Selection: Current Pa	ay Period O1/28/2014 Pate	4 - 02/03/2014	Dollars
Exports Prepare for Payroll Move to Next Pay Period	Regular (REGULAR)	0.0000	31.50	0.00
Employee Holidays Employee Accruals Employee Information				
Employee Calendar				



C. Click Timecard Detail tab.

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nome Set	рп	y information								
Manager Home										
Timecard Manager		Payroll A	ajustment	:/Unappro	oval					
Timecard Exceptions										Create Adjustment
Schedules										
Actual vs. Scheduled		Filter: Default F	filter 😽 🔳	(1 of 6) 🕨 🗛	lams, Anthony	(1000000011)		(Find	
Recurring Schedules		Payroll Su		ecard Detail	Banafite	1				
Time Off Requests		Payron Su		lecard Detail	Denents					
Employee Time Off R	equests	Date Selection:	Current Pay Perio	d 👻 01/28/2014	4 - 02/03/2014	2				
Payroll Adjustment/U	napproval	F	and the second sec	D-1-		Delleve				
Exports		Earni	ngs Code	Rate	Hours	Dollars				
Prepare for Payroll		Regular (REGULA	AR)	0.0000	31.50	0.00				
Move to Next Pay Per	iod									
Employee Holidays										
Employee Accruals										
Employee Informatio	n									
Employee Accumulat	ors									
Employee Calendar										

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

Home Setup	My Informat	tion										
Manager Home	You ar	e here: <u>Payro</u>	ll Adjustment/Unapprov	val > Payroll Adjustment - Timecard	Detail							
Timecard Manager	Pavro	Pavroll Adjustment - Timecard Detail										
Timecard Exceptions	ruji											
Schedules	🕕 The	There are no payroll records that can be approved or unapproved in the current selection.										
Actual vs. Scheduled		Create Adjustment										
Recurring Schedules	Filter: /	Default Filter	7 (1 of 6)	Adams Anthony (1000000	011)			Find				
Time Off Requests	riter. 2	Jendant Finter						Tilla				
Employee Time Off Request	ts Pay	roll Summa	ry Timecard D	etail Benefits								
Payroll Adjustment/Unappro	oval											
Exports	Date Sel	ection: Cur	rent Pay Period 👻 01,	/28/2014 - 02/03/2014 🝳								
Prepare for Payroll		Approve								Enabled		
Move to Next Pay Period		for Payroll	Pay Date	Earnings Code		Hours	Rate	Dollars	Separate Check	for Export		
Employee Holidays				Time pair:	01/28/2014 0:	1:00 PM - 06:00 F	PM					
Employee Accruais		1	Tue 1/28	Regular (REGULAR)		4.50	0.0000	0.00		*		
Employee Accumulators				Time pair:	01/29/2014 0:	1:00 PM - 06:00 F	PM					
Employee Calendar			Wed 1/29	Regular (REGULAR)		4.50	0.0000	0.00		*		
				Time pair:	01/30/2014 0:	1:00 PM - 06:00 F	PM					
		V	Thu 1/30	Regular (REGULAR)		4.50	0.0000	0.00		*		
				Time pair:	01/31/2014 0:	1:00 PM - 06:00 F	PM					
		V	Fri 1/31	Regular (REGULAR)		4.50	0.0000	0.00		*		
				Adjustme	nt Pay Date:	02/01/2014						
			Sat 2/01	Regular (REGULAR)		8.00	0.0000	0.00				
				Time pair:	02/03/2014 09	9:00 AM - 03:00 F	PM			<u> </u>		
			Mon 2/03	Regular (REGULAR)	02,00,2014 0.	5.50	0.0000	0.00				
			101 2700	Regular (REGODAR)		0.00	0.0000	0.00				
	Submit											

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



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

Home Setup M	ly Information		
Manager Home Timecard Manager Timecard Exceptions Schedules	You are here: Payroll Adj Payroll Adjustr Filter: Default Filter	ustment/Unapproval > Payroll Adjustment - T ment - Create/Edit (1 of 6) Adams, Anthony (1)	imecard Detail > Payroll Adjustment - Create/Edit
Actual vs. Scheduled Recurring Schedules Time Off Requests Employee Time Off Requests Payroll Adjustment/Unapproval	Pay Date: Earnings Code: Adjusted Transaction Date: Hours:	02/01/2014 REGULAR 01/23/2014 8.00	Labor Charge Fields Department: Notes:
Exports Prepare for Payroll Move to Next Pay Period	Rate: Dollars: Separate Check:		
Employee Holidays Employee Accruals Employee Information Employee Accumulators	Notes: Edit Reason:	Employee forgot to punch on 1/23/14	
Employee Calendar	Submit Delete		