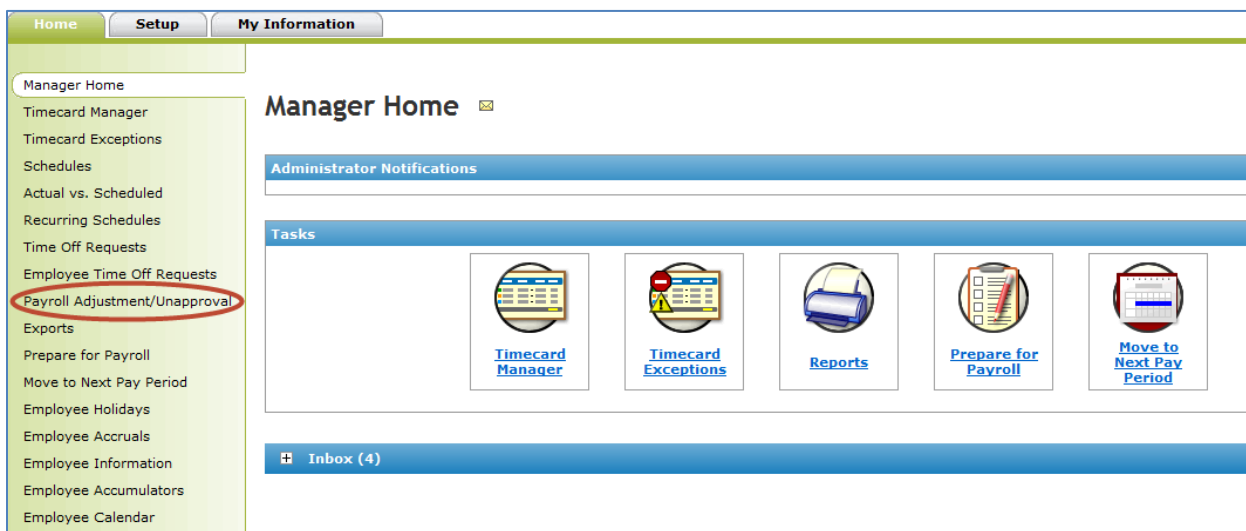


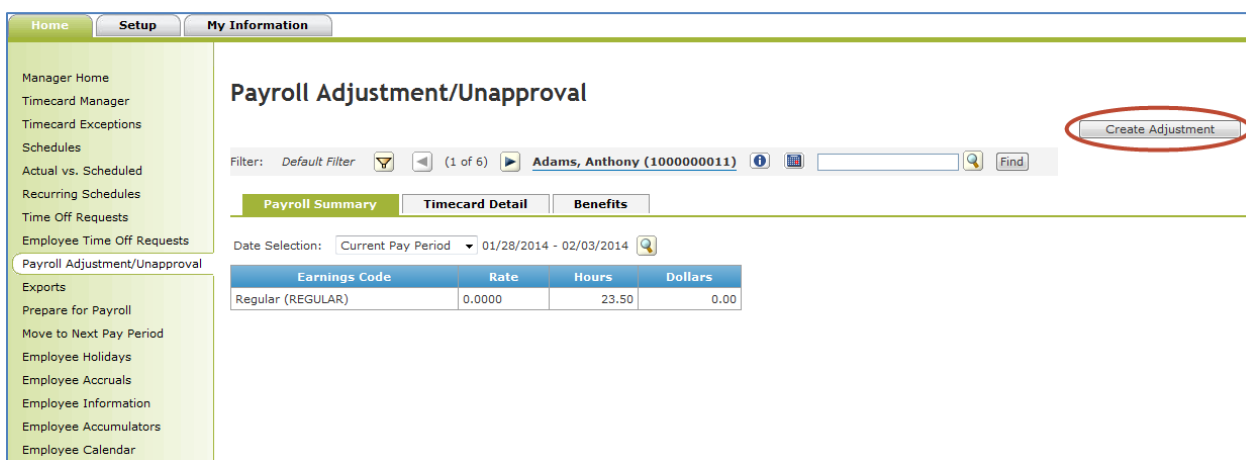
Creating a Payroll Adjustment/Unapproval in ezLaborManager

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.

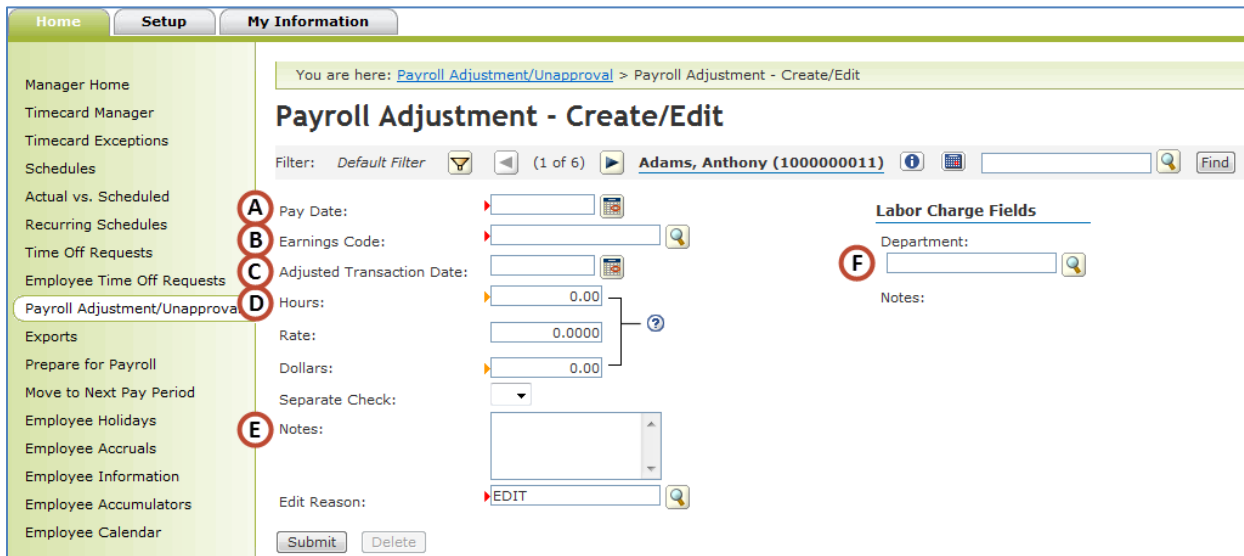


Note: On the **Payroll Adjustment/Unapproval** page, select the appropriate employee and click **Create Adjustment**.



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**.



The screenshot displays the 'Payroll Adjustment - Create/Edit' interface. The left sidebar contains navigation links such as 'Manager Home', 'Timecard Manager', and 'Payroll Adjustment/Unapproval'. The main content area shows the employee 'Adams, Anthony (1000000011)' and a filter set to 'Default Filter'. The form includes fields for 'Pay Date', 'Earnings Code', 'Adjusted Transaction Date', 'Hours', 'Rate', 'Dollars', 'Separate Check', 'Notes', and 'Edit Reason'. A 'Labor Charge Fields' section contains a 'Department' field. Red circles A through F are placed over the following fields: A (Pay Date), B (Earnings Code), C (Adjusted Transaction Date), D (Hours), E (Notes), and F (Department). The 'Submit' and 'Delete' buttons are at the bottom.

- 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.

Timecard Manager

Filter: Default Filter (1 of 6) Adams, Anthony (1000000011)

Pay Date Range: Current Pay Period 01/28/2014 - 02/03/2014

Printable View Payroll Summary Schedule Multiple Employee View Preferences

Save Save & Calculate

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

Save Save & Calculate Insert Copy Paste Clear Delete

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

Time Pair Details

Adams, Anthony (1000000011)

Time Pair Detail [Edit Audit 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
	02/01/2014	02/01/2014	12:00 AM				Regular(REGULAR)						

Schedule:
Rounded Times:

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

Distribution

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	
Total:			8.00		0.00	

Exceptions

No Exceptions Found.

Timecard Detail

Timecard State: Current Pay Period

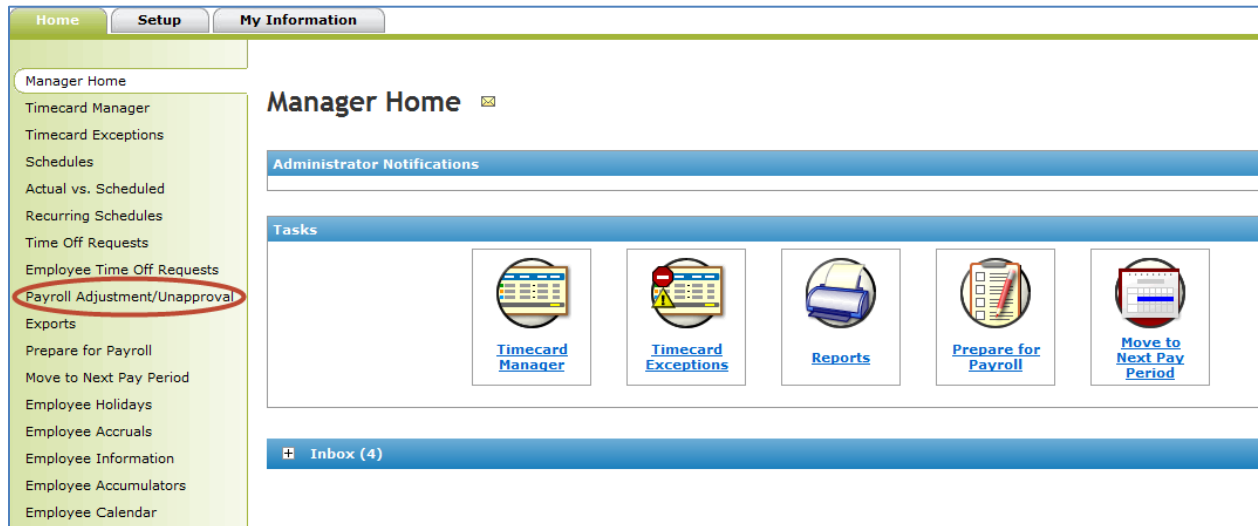
Timecard Status: ☒ Timecard is processed with no errors or warnings

Timecard Pay Cycle Detail

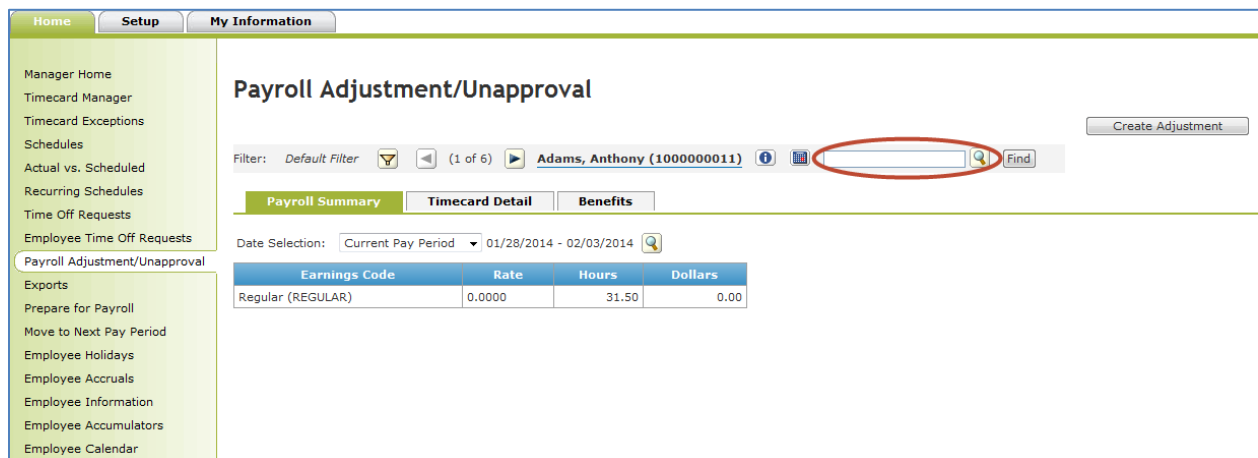
Creating a Payroll Adjustment/Unapproval in ezLaborManager

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.

Home Setup My Information

Manager Home
Timecard Manager
Timecard Exceptions
Schedules
Actual vs. Scheduled
Recurring Schedules
Time Off Requests
Employee Time Off Requests
Payroll Adjustment/Unapproval
Exports
Prepare for Payroll
Move to Next Pay Period
Employee Holidays
Employee Accruals
Employee Information
Employee Accumulators
Employee Calendar

Payroll Adjustment/Unapproval

Filter: Default Filter (1 of 6) Adams, Anthony (1000000011) Find

Create Adjustment

Payroll Summary **Timecard Detail** Benefits

Date Selection: Current Pay Period 01/28/2014 - 02/03/2014

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.

Home Setup My Information

Manager Home
Timecard Manager
Timecard Exceptions
Schedules
Actual vs. Scheduled
Recurring Schedules
Time Off Requests
Employee Time Off Requests
Payroll Adjustment/Unapproval
Exports
Prepare for Payroll
Move to Next Pay Period
Employee Holidays
Employee Accruals
Employee Information
Employee Accumulators
Employee Calendar

You are here: Payroll Adjustment/Unapproval > Payroll Adjustment - Timecard Detail

Payroll Adjustment - Timecard Detail

There are no payroll records that can be approved or unapproved in the current selection.

Filter: Default Filter (1 of 6) Adams, Anthony (1000000011) Find

Create Adjustment

Payroll Summary Timecard Detail **Benefits**

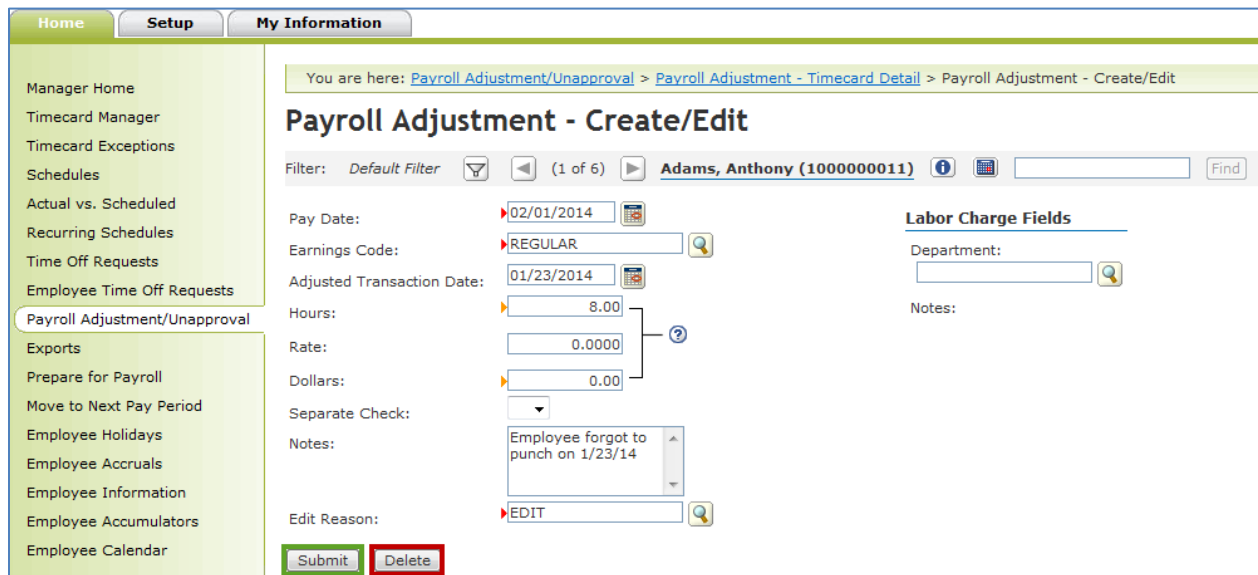
Date Selection: Current Pay Period 01/28/2014 - 02/03/2014

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 checked="" 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"/>

Submit

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** | **My Information**

You are here: [Payroll Adjustment/Unapproval](#) > [Payroll Adjustment - Timecard Detail](#) > Payroll Adjustment - Create/Edit

Payroll Adjustment - Create/Edit

Filter: *Default Filter* (1 of 6) **Adams, Anthony (1000000011)** Find

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: ☐
Notes: Employee forgot to punch on 1/23/14
Edit Reason: EDIT

Labor Charge Fields
Department:
Notes:

Submit **Delete**