Salary Adjustments

URL: www.case.edu/erp/hcm

1. From the left-hand navigation menu, select **Manager Self Service**.

2. Select **Case Time Reporting**.

3. Select **Salary Adjustments**.

The Salary Adjustments search page appears.

4. Enter the pay period end date by using the 🔍.

5. Enter the last name of the employee you would like to make an adjustment for.

6. Click Search.

The Salary Adjustment page for that group will appear. You will see information about each employee including EmplID, Department, Name, GL Pay Type(account), Title, and Pay End Dt. Below is the total dollar amount paid and the distribution for that employee.

7. To make adjustments to the distribution for a specific distribution entry click Adjust on the right side of the screen.

The Salary Adjustment Details screen will appear. You will see information about the employee and the distribution information below.

8. Line 1 is the orginal entry. **Line 2** is the credit to the orginal distribution SpeedType. Please Note: You may change the dollar amount in Line 2. **Line 3** is where you will enter the SpeedType and Amount to be charged.

💥 If you need to re-distribute between more than one SpeedType, click the Add to add another row.

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9. Click **Save** at the bottom left side of the page when you are finished.

10. To return to the Salary Adjustment page, click **Return**. You will see the adjustments posted.

In column labeled "Status" you will see one of five values:

- **Adj N/Psted**: Adjustment Approved Not Posted
- **AdjN/Aprv**: Adjustment Not Approved
- **Adj Pstd**: Adjustment Posted
- **Dist N/Pst**: Distribution Not Posted
- **Dist Pstd**: Distribution Posted

? Need Additional Help?
Please contact the Help Desk at x4357.