

## PeopleSoft 8.8 Quick Reference Guide: Salary Adjustments - DRAFT

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.

Salary Adjustment Enter any information you have and click Search. Leave fields blank for a list of all values.

Pay Period End Date:	=
EmpliD:	begins with 🔽
Empl Rcd Nbr:	=
Name:	begins with 🔽
Case Sensitive	

Search Clear Basic Search 🗐 Save Search Criteria

**4.** Enter the pay period end date by using the **Q**.

**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 EmpIID, Department, Name, GL Pay Type(account), Title, and Pay End Dt. Below is the total dollar amount paid and the distribution for that employee.

EmpliD:	1001	1075	Red#	: 0	Dover,Eile	en				Pay End Dt:	07/31/2004
)epartme	nt: Scho	ool of M	edicine		Tit	le: Post (	octoral F	ellow		GL Pay Type:	725001
	uted This P	eriod:	5727.08								
Salary Distr Dist	Actual	Adjust							Customize   Eins		z or 2 🕑 Last
Earn Code		Level	Speedtype	Event	Account	Amount	Percent	Status	Reference	Date Por	<u>sted</u> Adjust
DST	DST		OPR597100		511150	2000.00	100.000	Dist PST	Conversion		Adjust
DST	DST		RECV13793	2453	101320	3727.08	100.000	Dist PST	Conversion		Adjust

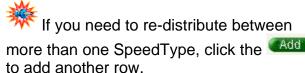
7. To make adjustments to the distribution

for a specific distribution entry click <u>Adjust</u> 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.

mpIID:	10010	75	Rcd#: 0	Name:	Dover, Eileen			
ay End Di	: 07/31/	2004						
Salary Dist	ribution							2
Dist Earn Code	Earn Code	Adjust Level	'Speedtype	Account	Amount	Percent	Reference	
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001	DST	1		511150	2000.00			Add Delet

**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.





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alary mpliD:	Adjust	ment 175	Rodif: 0 Dover,E	illeen Tille: PostDoo	toral Fellow		Pay End GL Pay	Dt: 07/31/2004 Type: 725001	
	ributed This	Period	5727.08						
alary Di ist	stribution Actual	Adjust	freedow for t	And and	America	Derest	Flater	Contractica ( Sand )	Date Destand C
	Earn Cod		OPR597100	Account 511150	Amount 2000.00	100 000	Cor Adj NP	Conversion	Date Posted Adju
ST	DST	1	OPR597100	511150	-2000.00	100.000	Cor Adj NP	Reversed Wrong Spd Type	
ат	DST	1	OPR601010	511150	2000.00	100.000	Cor Adj NP	Correction from OPR597100	
ST	DST		RECV13793 2453	101320	3727.08	100.000	Dist PST	OPR597100 Conversion	A
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	•	Ad	j Pstd: st N/Ps	Adj t: Di	ustn strib	nent	Pos	ted ot Poste	

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

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