Salary Adjustment

Procedure

Managers can create alternate distributions for an employee's salary using the Salary Adjustment function.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>From the HCM main menu, click the <strong>Manager Self Service</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Case Time Reporting</strong> link.</td>
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<tr>
<td>3.</td>
<td>Click the <strong>Salary Adjustment</strong> link.</td>
</tr>
</tbody>
</table>
Step | Action
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4. | The Salary Adjustment page appears. Select the **Pay Period End Date** by using the **Look Up** button (magnifying glass).

Pay Period End Date: [ ]

5. | Enter the **Last Name** of the employee that requires a pay adjustment.

Name: [begins with] Smith

6. | Click the **Search** button.
Step | Action
---|---
7. | The Salary Adjustment page appears. Here you can view specific information about the employee including **Empl ID, Name, Department, Title, GL Pay Type (Account)** and **Pay End Dt**.

Below the employee data is the Salary Distribution block, which displays the total dollar amount paid for that accounting period and the salary distribution

Click the **Adjust** button.
The Salary Adjustment Details screen appears.

**Line 1** is the original entry.  
**Line 2** is the credit to the original distribution Speedtype.  
**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** button to create another line.

9. Enter a description of the transaction into the **Reference** field.
Step | Action
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10. | When finished, click the **Save** button.

11. | To return to the salary adjustment page, click the **Return** button.
### Step 12

You will see the adjustments posted.

Please remember to click the **Sign out** link when you are finished with your session.

[Sign out]

### Step 13

**End of Procedure.**