

HCM Quick Reference Guide: Salary Adjustments

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.

Salary Adjustment

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

Find an Existing Value

Pay Period End Date: = [dropdown] [input] [magnifying glass]

EmplID: begins with [input]

Empl Rcd Nbr: = [dropdown] [input]

Name: begins with [input]

Case Sensitive

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

4. Enter the pay period end date by using the [magnifying glass].
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.

Salary Adjustment										
EmplID:		1001075		Rcd#: 0		Dover,Eileen		Pay End Dt: 07/31/2004		
Department: School of Medicine				Title: Post Doctoral Fellow			GL Pay Type: 725001			
Total Distributed This Period:		5727.08								
Dist	Actual	Adjust	Speedtype	Event	Account	Amount	Percent	Status	Reference	Date Posted
DST	DST		OPR597100		511150	2000.00	100.000	Dist PST	Conversion	Adjust
DST	DST		REC013783	2453	101320	3727.08	100.000	Dist PST	Conversion	Adjust

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.

Salary Adjustment Details							
EmplID:		1001075		Rcd#: 0		Name: Dover,Eileen	
Pay End Dt: 07/31/2004							
Dist	Earn Code	Adjust Level	Speedtype	Account	Amount	Percent	Reference
DST	DST		OPR597100	511150	2000.00	100.000	Conversion
DST	DST	1	OPR597100	511150	-2000.00		
DST	DST	1		511150	2000.00		

8. **Line 1** is the original entry. **Line 2** is the credit to the original 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** button to add another row.

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.

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Salary Adjustment

EmpID: 1001075 Radic: 0 Dover, Eileen Pay End Dt: 07/31/2004
 Department: School of Medicine Title: Post Doctoral Fellow GL Pay Type: 725001

Total Distributed This Period: 3727.00

Dist Earn Code	Actual Earn Code	Adjust Level	Sequence	Event	Account	Amount	Percent	Status	Reference	Date Posted	Adjust
DGT	DGT		OPR597100		511150	2000.00	100.000	Cor Adj NP	Conversion		
DGT	DGT	1	OPR597100		511150	-2000.00	100.000	Cor Adj NP	Reversed Wrong Spd Type		
DGT	DGT	1	OPR601010		511150	2000.00	100.000	Cor Adj NP	Conversion from OPR597100		
DGT	DGT		REC013793_2453		101320	3727.00	100.000	Dist Pst	Conversion		Adjust



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

- **Adj N/Psted:** Adjustment Approved Not Posted
- **Adj N/Prv:** 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.