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: [Date]
- EmpID: 
- Emp ID NR: 
- Name: 
- Case Sensitive

Search | Clear | Quick Search | Save Search Criteria

4. Enter the pay period end date by using the [Date].
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 EmpID, 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 on the right side of the screen.

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.
In column labeled “Status” you will see one of five values:

- **Adj N/Psted**: Adjustment Approved NotPosted
- **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.