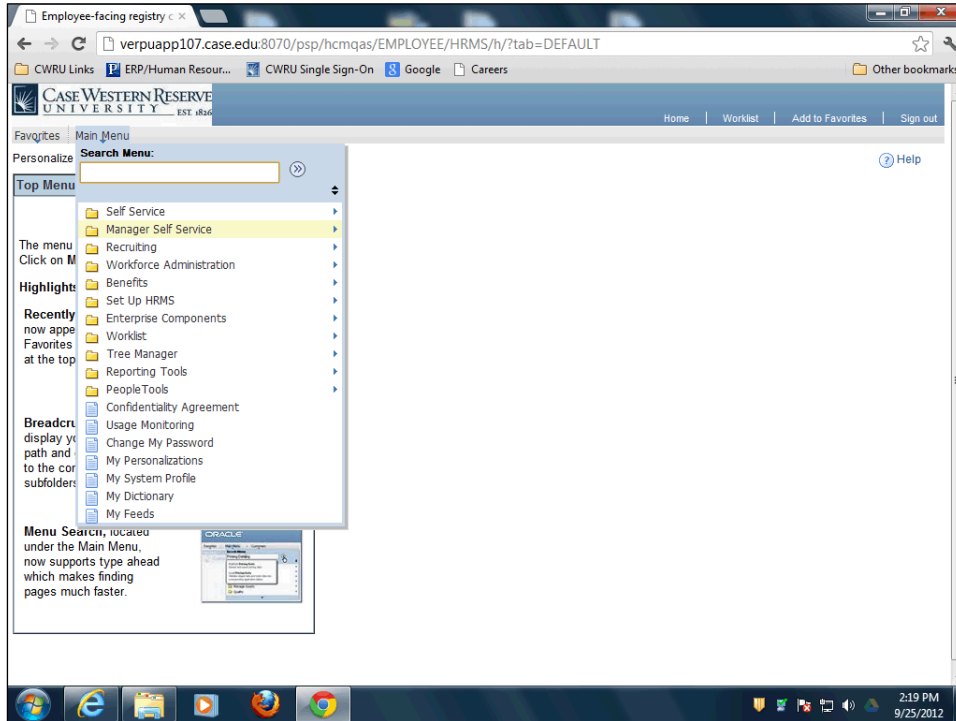
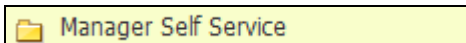
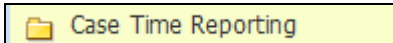
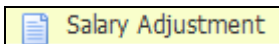


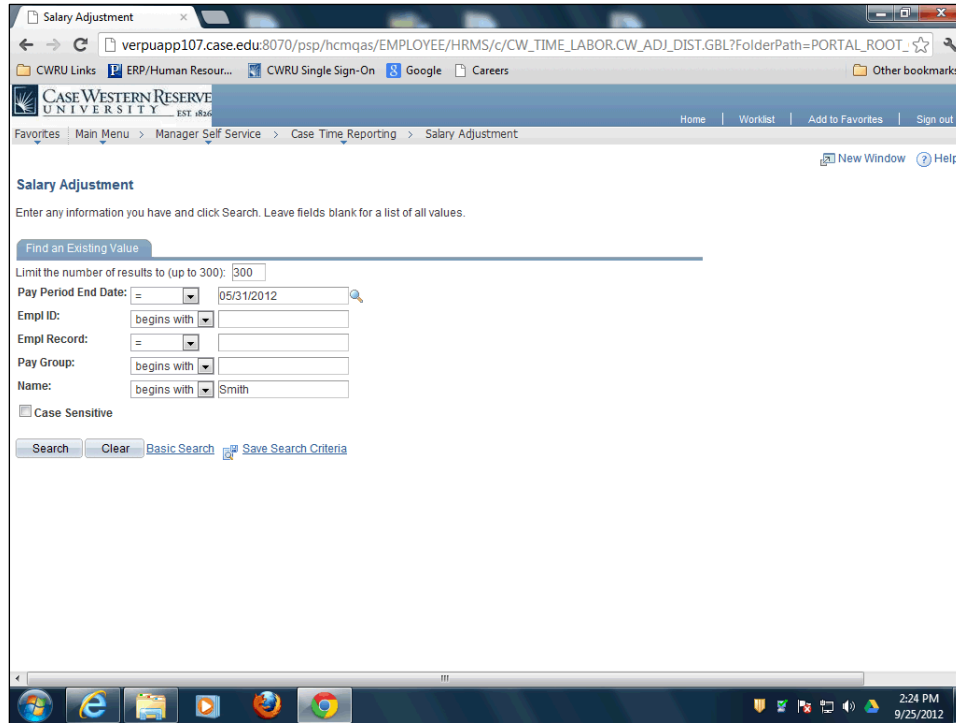
## Salary Adjustment



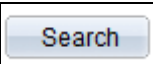
### Procedure

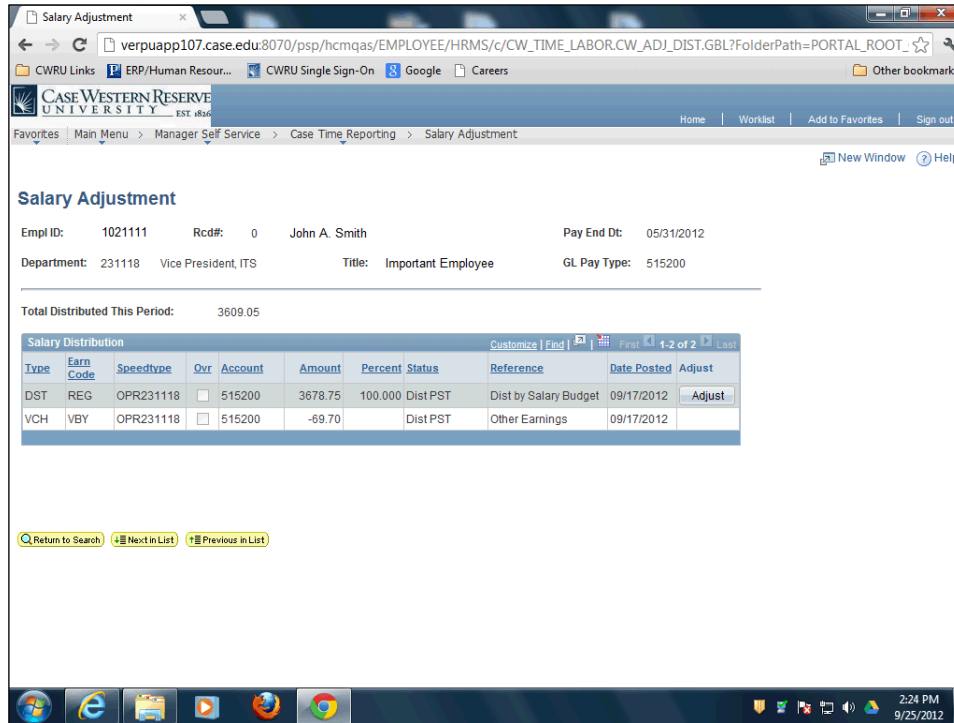
Managers can create alternate distributions for an employee's salary using the Salary Adjustment function.

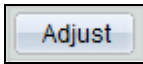


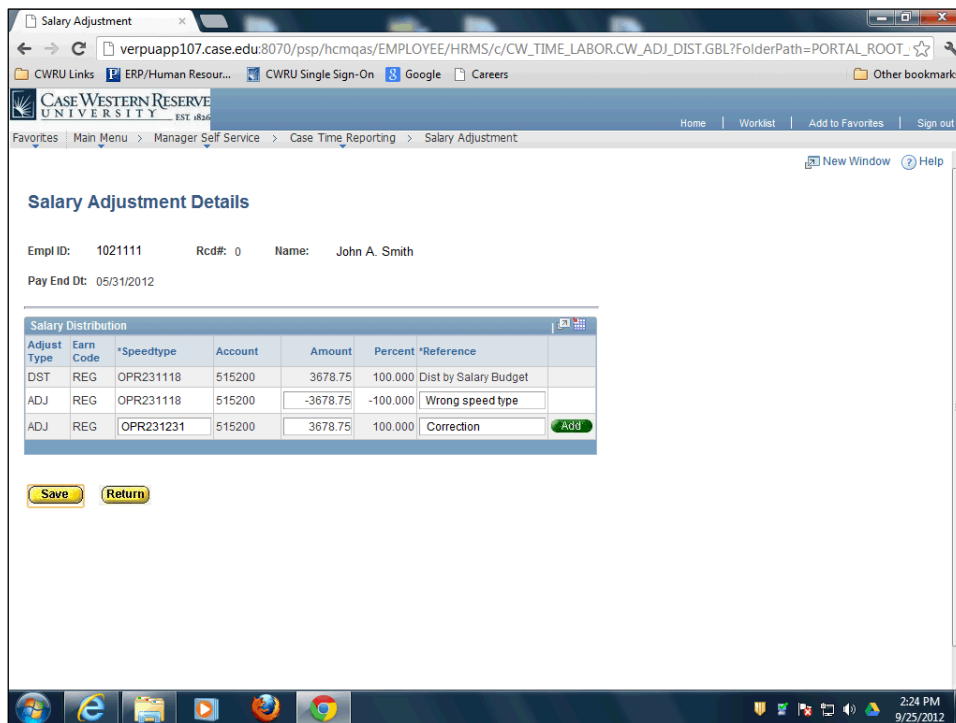
Step	Action
1.	From the HCM main menu, click the <b>Manager Self Service</b> link. 
2.	Click the <b>Case Time Reporting</b> link. 
3.	Click the <b>Salary Adjustment</b> link. 





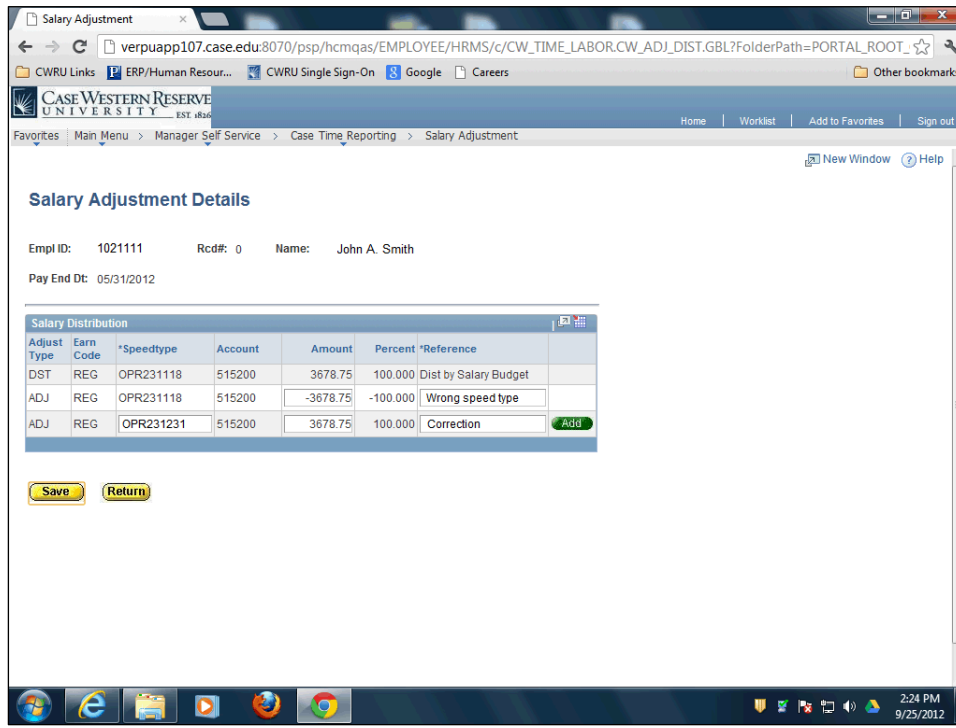
Step	Action
4.	The Salary Adjustment page appears. Select the <b>Pay Period End Date</b> by using the <b>Look Up</b> button (magnifying glass). 
5.	Enter the <b>Last Name</b> of the employee that requires a pay adjustment. 
6.	Click the <b>Search</b> button. 





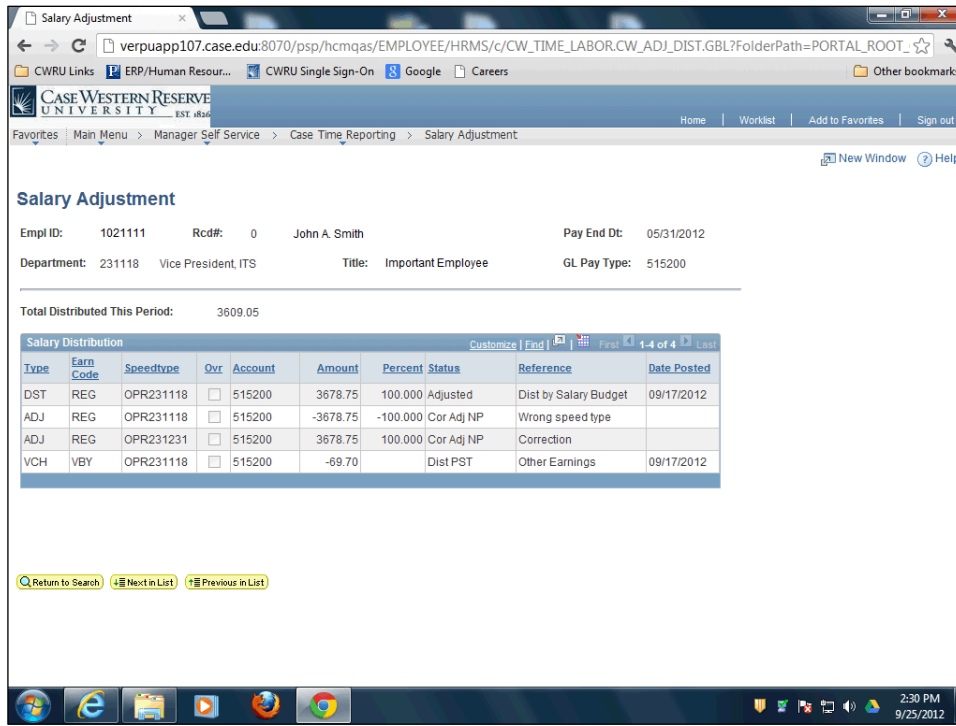
Step	Action
7.	<p>The Salary Adjustment page appears. Here you can view specific information about the employee including <b>Empl ID</b>, <b>Name</b>, <b>Department</b>, <b>Title</b>, <b>GL Pay Type</b> (Account) and <b>Pay End Dt</b>.</p> <p>Below the employee data is the Salary Distribution block, which displays the total dollar amount paid for that accounting period and the salary distribution</p> <p>Click the <b>Adjust</b> button.</p> <div style="text-align: center;">  </div>



Step	Action
8.	<p>The Salary Adjustment Details screen appears.</p> <p><b>Line 1</b> is the original entry.  <b>Line 2</b> is the credit to the original distribution Speedtype.  <b>Line 3</b> is where you will enter the <b>Speedtype</b> and <b>Amount</b> to be charged.</p> <p>If you need to re-distribute between more than one Speedtype, click the <b>Add</b> button to create another line.</p> 
9.	<p>Enter a description of the transaction into the <b>Reference</b> field.</p> 



Step	Action
10.	When finished, click the <b>Save</b> button. 
11.	To return to the salary adjustment page, click the <b>Return</b> button. 



Step	Action
12.	<p>You will see the adjustments posted.</p> <p>Please remember to click the <b>Sign out</b> link when you are finished with your session.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 10px 0;">Sign out</div>
13.	<b>End of Procedure.</b>