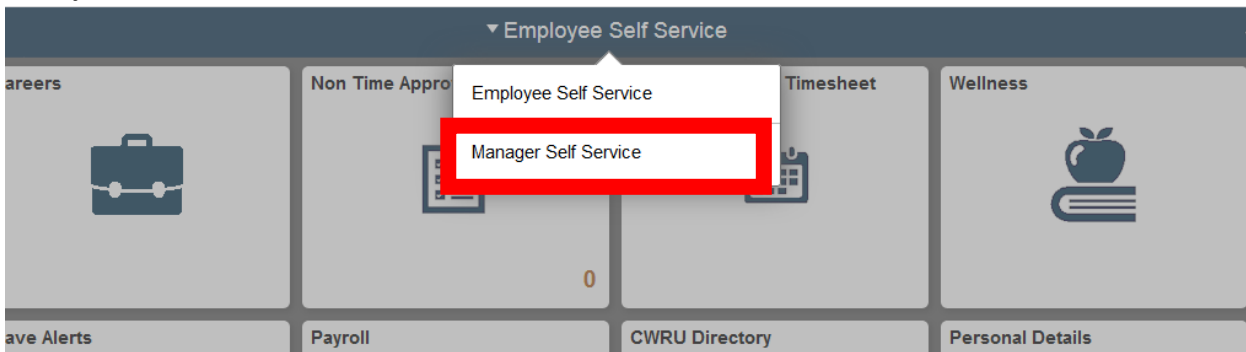


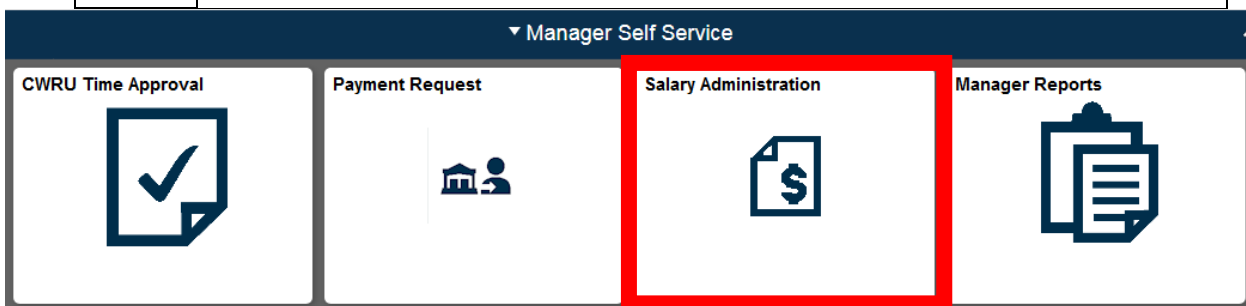
Salary Adjustment

Procedure

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



| Step | Action |
|------|--|
| 1. | Select the Manager Self Service Home Page. |
| 2. | Select the Salary Administration tile. |
| 3. | Select Salary Adjustment link from the side menu. |



← Manager Self Service
CW MSS Salary Admin

- Salary Distribution
- Salary Adjustment**
- Time & Labor Adjustments
- Summer Salary

Salary Adjustment

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

▼ Search Criteria

Pay Period End Date =

Empl ID begins with

Empl Record =

Pay Group begins with

Name begins with

Case Sensitive

[Basic Search](#)

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

Salary Adjustment

Empl ID: 1234567 Rcd#: 0 - Test, User Pay End Dt: 01/31/2020
 Department: 123456 Department Title: Professor GL Pay Type: 511100

Total Distributed This Period: 3912.42

| Salary Distribution | | | | | | | | | | Personalize | Find | Print | Calendar | First | 1 of 1 | Last |
|---------------------|-----------|-----------|--------------------------|---------|---------|---------|----------|-----------------------|-------------|------------------------|------|-------|----------|-------|--------|------|
| Type | Earn Code | Speedtype | Ovr | Account | Amount | Percent | Status | Reference | Date Posted | Adjust | | | | | | |
| DST | REG | OPR123456 | <input type="checkbox"/> | 511100 | 3912.42 | 100.000 | Dist PST | Dist by Salary Budget | 02/03/2020 | Adjust | | | | | | |

[Return to Search](#)
 [Next in List](#)
 [Previous in List](#)

| Step | Action |
|------|---|
| 7. | <p>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.</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 Adjust button.</p> |

Salary Adjustment Details

Empl ID: 1234567 Rcd#: 0 - Test,User

Pay End Dt: 01/31/2020

| Salary Distribution | | | | | | |
|---------------------|-----------|-----------|---------|----------|----------|--|
| Adjust Type | Earn Code | Speedtype | Account | Amount | Percent | Reference |
| DST | REG | OPR123456 | 511100 | 3912.42 | 100.000 | Dist by Salary Budget |
| ADJ | REG | OPR123456 | 511100 | -3912.42 | -100.000 | Wrong Speedtype |
| ADJ | REG | OPR654321 | 511100 | 3912.42 | 100.000 | Correction Add |

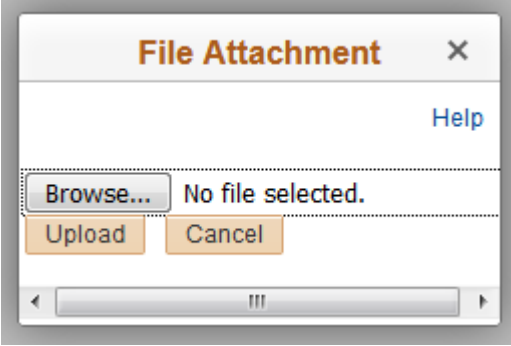
File Name:

Upload

Save

Return

| Step | Action |
|------|---|
| 8. | <p>The Salary Adjustment Details screen appears.</p> <p>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.</p> <p>If you need to re-distribute between more than one Speedtype, click the Add button to create another line.</p> <div style="border: 1px solid green; border-radius: 5px; padding: 2px 10px; display: inline-block; margin-top: 10px;">Add</div> |
| 9. | <p>Enter a description of the transaction into the Reference field.</p> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px 10px; display: inline-block; margin-top: 10px;">*Reference</div> |

| Step | Action |
|------|---|
| 10. | Use the Upload button to attach documentation for Sponsored project approval.  |
| 11. | When finished, click the Save button. |
| 12. | To return to the salary adjustment page, click the Return button. |