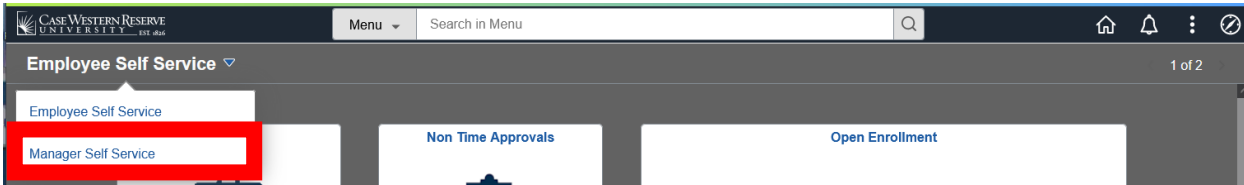


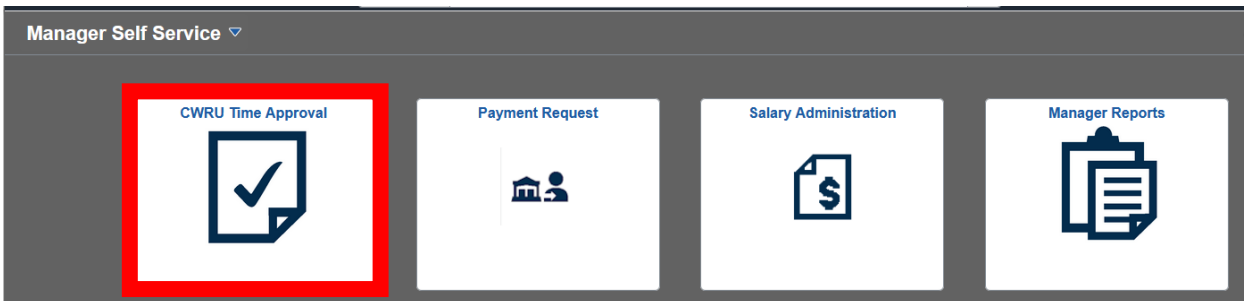
## Salary Adjustment

### Procedure

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



Step	Action
1.	Select the <b>Manager Self Service</b> Home Page.
2.	Select the <b>Salary Administration</b> tile.
3.	Select <b>Salary Adjustment</b> 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.

Find an Existing Value

▼ 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 <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.

## 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	<a href="#">Adjust</a>						

[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 <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>

## 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 <span style="float: right;">Add</span>

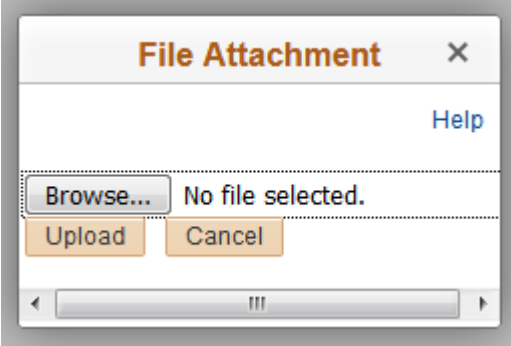
File Name:

Upload

Save

Return

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> <p></p>
9.	<p>Enter a description of the transaction into the <b>Reference</b> field.</p> <p></p>

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