



**CUSTOMER  
FOCUS** 2016

JULY 27-29, 2016 - THE PHOENICIAN RESORT & SPA



# Payroll

## Automatic Adjustment Option

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# Automatic Adjustment Option

## Overview

This feature provides the ability to enroll employees in certain adjustments such as per diem.

Employees can be **enrolled in one or more adjustments** which may or may not be check type specific.

Adjustments **values can have dollar and/or hourly rate values.**

Those adjustments will **only be included if** the adjustment(s) are **added to the exception screen.**

For hourly rate adjustments, the **hours need to be added in the exception screen along with the Adjustment codes** in order for payroll to calculate the total adjustment amount.

If **the check type is the same** for the transactions being processed, as the check type setup for the adjustment, only **one check will be produced** for the employee.

If the **check type is different** for the transactions being processed, as the check type(s) setup for the adjustment, **two or more checks will be produced** for the employee.

**Note:** the file is **PRTDTRX**



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# Payroll Employee Master

Payroll > Maintenance 1 > Employee Maintenance >

Payroll	Employee Maintenance	PRP44601	PRPM08 - 10
<div>Located on the main selection screen of the Employee Master</div>	Company Number: <input type="text" value="15"/>		
	Division Number: <input type="text" value="0"/> <		
	Social Security Number: <input type="text" value="000-00-0000"/> <		
	or		
	Employee Number: <input type="text" value="22222"/> <		
	<b>Human Resources (Add Mode Only)</b>		
	Company Number: <input type="text" value="0"/>		
	Division Number: <input type="text" value="0"/> <		
	<div>Employee Data</div> <div>Deductions</div> <div>State &amp; Local Data</div> <div>Employee Jobs</div> <div>Adjustments</div>		

Automatic Adjustment  
Button is now available



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# Employee Adjustments Maintenance

## Adjustment Selection Screen

Payroll	Employee Adjustments Maintenance	PRP72401	PRPM34 - 1
Location 22222 Cindy B Hope			
<div>Adjustment Number: <input type="text" value="0"/> <input type="button" value="←"/></div> <div>Check Type <input type="text"/> <input type="button" value="←"/></div>			

**You can select a specific check type or leave blank for all check types.**

**If you need more than one check type you will need create a new record for each type**

**Enter the appropriate adjustment number**

**The check type used for the transaction processed and the check type designated for the adjustment will determine the number of checks that are produced.**

**If the check types for the transactions being processed and the check type of the adjustment being entered on the exception screen only one check will be produced.**

**If they are different then a check will be produced for the transaction and another check will be produced for each adjustment keyed that has a different check type.**



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# Employee Adjustments Maintenance

## Amount Screen

Payroll	Employee Adjustments Maintenance	Mode:Update PRP72402	PRPM34 - 1
Location 22222 Cindy B Hope			
Adjustment Number:	50	Start Date:	01/01/1981
Check Type:		End Date:	12/31/2099
<div><div>Amount: 126.57</div><div>Hourly Rate: 0.000</div></div> <div><div>Amount - enter the flat dollar amount of the adjustment</div><div>Hourly Rate – enter the hourly rate which will be used to calculate the amount of the adjustment</div><div>Note – both the flat amount and hourly rate will be used if both are filled in They will be added together on the check</div></div>			



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# Employee Adjustments Maintenance

Payroll Entry – Exception Screen – Dollar Amount

Enter the Auto Adjustment number only leave amount blank press enter

Adjustments					
Code	Number	Type	Garnishment	Amount	Account Number
Adjustment	50	0		0.00	
		0		0.00	
		0		0.00	
		0		0.00	

The system has calculated the amount of the adjustment

Adjustments					
Code	Number	Type	Garnishment	Amount	Account Number
Adjustment	050	0		126.57	7610.00000.000
		0		0.00	0000.00000.000
		0		0.00	0000.00000.000
		0		0.00	0000.00000.000





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# Automatic Adjustment Option

## Payroll Register – Fixed Amount

R check type was entered for processing the transaction

Adjustment 50 is setup with a blank check type

One check is produced for the Employee which includes both the adjustment for 126.57 and the wages for the 40 hours entered

15 000 PC's Construction - 4.1

DATE 07/19/2016

PRP184

PAYROLL REGISTER

CHECK DATE 07/19/2016

TIME 6.16

PAGE 1

--RAILROAD TIER 1&2--

REG HRS	OVT HRS	OTH HRS	REG GROSS	OVT GROSS	OTH GROSS	BENEFIT/ ADJ	GROSS/ FIT	FICA-MED/ FICA-SS	FICA-MED/ FICA-SS	PENSION	SDI/ STATE/ SUTA	LOCAL/ UN DED/ WC DED	H/R DED/ EMP DED	CHECK NO/ NET PAY
22222 Cindy B Hope			50.000 REGULAR				2126.57	29.00				56.00	162.50	1401
40.00			2000.00			126.57	413.98	124.00			91.08		1.20	1248.81

Wages

Adjustment



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# Employee Adjustments Maintenance

## Amount Screen – Hourly Rate

Payroll	Employee Adjustments Maintenance	PRP72401	PRPM34 - 1
Location 22222 Cindy B Hope			
<div>Adjustment Number: 51 &lt;</div> <div>Check Type R1 &lt;</div>			

Payroll	Employee Adjustments Maintenance	Mode:Update PRP72402	PRPM34 - 1
Location 22222 Cindy B Hope			
Adjustment Number:	51	Start Date:	01/01/1981
Check Type:	R1	End Date:	12/31/2099
<div>Amount: 0.00</div> <div>Hourly Rate: 2.000</div>			





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# Employee Adjustments Maintenance

## Payroll Entry – Exception Screen – Hourly Rate

Enter the Hours and Auto Adjustment number only leave amount blank press enter

Regular Entry	Reg. & Equip Hrs	Reg. & Pay Rate	Exception	Repair	Repair & Job	Weekly	Service	Piece Work
<b>Day Number:</b> 1			<b>State - Home:</b> 30			<b>Department Number:</b> 100		
<b>Regular Hours:</b> 40			<b>State - Work:</b> 0			<b>Department Account:</b>		
<b>Other Hours:</b> 0.00			<b>Local - Home:</b> 30			<b>Job Cost Account:</b>		
<b>Hour Type:</b>			<b>Local - Work:</b> 0			<b>Distribution Company:</b> 15		
<b>Paid Leave Accrued:</b>			<b>Union - Home:</b>			<b>Distribution Division:</b> 0		
<b>Job Number:</b>			<b>Union - Work:</b>			<b>Customer Number:</b> 0		
<b>Sub Job Number:</b>			<b>Worker's Comp - State:</b> 0			<b>Work Order:</b>		
<b>Cost Distribution:</b>			<b>Worker's Comp - Ref:</b> 0			<b>Ticket Number:</b> 0		
<b>Cost Type:</b>			<b>Worker's Comp - Code:</b> 0			<b>Shift:</b> Standard		
<b>Regular Rate:</b> 0.000			<b>Exempt Certified:</b> No			<b>Crew Number:</b> 22		
<b>Overtime Rate:</b> 0.000			<b>Week Ending Date:</b> 07/15/2016			<b>Crew Group:</b> 01		
<b>Other Rate:</b> 0.000								
<b>Employee Class:</b> 1								
<b>Employee Type:</b> A4								
<b>Equipment Number:</b>								
<b>Regular Hours:</b> 0.00								
<b>Adjustments</b>								
Code		Number		Type		Garnishment		Amount
Adjustment		51		0				0.00
				0				0.00

The system has calculated the amount of the adjustment

Adjustments					
Code	Number	Type	Garnishment	Amount	Account Number
Adjustment	051	0		80.00	7610.00000.000
		0		0.00	0000.00000.000



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# Automatic Adjustment Option

## Payroll Register – Hourly Rate

R check type was entered for processing the transaction

Adjustment 51 is setup with an R1 check type

Two checks are produced for the Employee

15 000 PC's Construction - 4.1															
DATE 07/19/2016			PRP184			PAYROLL REGISTER			CHECK DATE 07/19/2016			TIME 6.09		PAGE 1	
--RAILROAD TIER 1&2--															
REG	OVT	OTH	REG	OVT	OTH	BENEFIT/	GROSS/	FICA-MED/	FICA-MED/	PENSION	SDI/	LOCAL/	H/R DED/	CHECK NO/	
HRS	HRS	HRS	GROSS	GROSS	GROSS	ADJ	FIT	FICA-SS	FICA-SS		STATE/	UN DED/	EMP DED	NET PAY	
											SUTA	WC DED			
22222 Cindy B Hope			50.000	REGULAR			2000.00	29.00				56.00	162.50	1399	
40.00			2000.00				413.98	124.00			91.08		1.20	1122.24	
22222 Cindy B Hope			50.000	REGULAR			80.00						78.80	1400	
						80.00							1.20		

Check for Wages

Check for Adjustment



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# Employee Adjustments Maintenance

## Amount Screen – Fixed Amount and Hourly Rate

Payroll	Employee Adjustments Maintenance	PRP72401	PRPM34 - 1
Location 22222 Cindy B Hope			
Adjustment Number:		52	<
Check Type		R1	<

Payroll	Employee Adjustments Maintenance	Mode:Update PRP72402	PRPM34 - 1
Location 22222 Cindy B Hope			
Adjustment Number:	52	Start Date:	01/01/1981
Check Type:	R1	End Date:	12/31/2016
Amount:		62.50	
Hourly Rate:		1.000	

The fixed amount will be added to the calculation of hourly rate for one value on the check produced



## Payroll Entry – Exception Screen – Fixed Amount and Hourly Rate

**Enter the Hours and Auto Adjustment number only leave amount blank press enter**

Payroll		Payroll Entry - Exceptions				PRP30003		PRPM04 -	
<b>Employee Numbers:</b> 22222		<b>Cindy B Hope</b>				<b>Employee Class:</b> 1			
<b>Week Number:</b> 1		<b>1 Easy Street</b>				<b>Employee Type:</b> A4			
<b>Check Type:</b> R		<b>Lazy Lane AZ</b>				<b>Pay Rate:</b> 50.000			
Regular Entry	Reg. & Equip Hrs	Reg. & Pay Rate	Exception	Repair	Repair & Job	Weekly	Service	Piece Work	
<b>Day Number:</b> 1			<b>State - Home:</b> 30			<b>Department Number:</b> 100			
<b>Regular Hours:</b> 40.00			<b>State - Work:</b> 0			<b>Department Account:</b>			
<b>Other Hours:</b> 0.00			<b>Local - Home:</b> 30			<b>Job Cost Account:</b>			
<b>Hour Type:</b>			<b>Local - Work:</b> 0			<b>Distribution Company:</b> 15			
<b>Paid Leave Accrued:</b>			<b>Union - Home:</b>			<b>Distribution Division:</b> 0			
<b>Job Number:</b>			<b>Union - Work:</b>			<b>Customer Number:</b> 0			
<b>Sub Job Number:</b>			<b>Worker's Comp - State:</b> 0			<b>Work Order:</b>			
<b>Cost Distribution:</b>			<b>Worker's Comp - Ref:</b> 0			<b>Ticket Number:</b> 0			
<b>Cost Type:</b>			<b>Worker's Comp - Code:</b> 0			<b>Shift:</b> Standard			
<b>Regular Rate:</b> 0.000			<b>Exempt Certified:</b> No			<b>Crew Number:</b> 22			
<b>Overtime Rate:</b> 0.000			<b>Week Ending Date:</b> 07/19/2016			<b>Crew Group:</b> 01			
<b>Other Rate:</b> 0.000									
<b>Employee Class:</b> 1									
<b>Employee Type:</b> A4									
<b>Equipment Number:</b>									
<b>Regular Hours:</b> 0.00									
Adjustments									
Code	Number	Type	Garnishment	Amount	Account Number				
Adjustment	52	0		0.00					
		0		0.00					

**The system has calculated the amount of the adjustment ( $62.50 + 40 = 102.50$ )**

Adjustments					
Code	Number	Type	Garnishment	Amount	Account Number
Adjustment ▼	052 ◀	0 ◀	▼	102.50	7610.00000.000 ◀
▼	◀	0 ◀	▼	0.00	0000.00000.000 ◀



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# Automatic Adjustment Option

## Payroll Register – Fixed Amount and Hourly Rate

R check type was entered for processing the transaction

Adjustment 52 is setup with an R1 check type

Two checks are produced for the Employee

DATE 07/19/2016		PRP184		15 000 PC's Construction - 4.1		PAYROLL REGISTER		CHECK DATE 07/19/2016		TIME 5.47		PAGE 1		
--RAILROAD TIER 1&2--														
REG HRS	OVT HRS	OTH HRS	REG GROSS	OVT GROSS	OTH GROSS	BENEFIT/ ADJ	GROSS/ FIT	FICA-MED/ FICA-SS	FICA-MED/ FICA-SS	PENSION	SDI/ STATE/ SUTA	LOCAL/ UN DED/ WC DED	H/R DED/ EMP DED	CHECK NO/ NET PAY
22222 Cindy B Hope			50.000	REGULAR			2000.00	29.00				56.00	162.50	1397
40.00			2000.00				413.98	124.00			91.08		1.20	1122.24
22222 Cindy B Hope			50.000	REGULAR			102.50						101.30	1398
						102.50							1.20	

Check for Wages

Check for Adjustment



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# Questions

