



Year-To-Date Adjustments

YTD Adjustments to Add Employee Hours and Move Employee Hours/Earnings

It is critical for compliance with many laws, including ACA, MA Earned Sick Time Law, MA Health Care Reform and also for compliance with benefit plan rules that all employee's hours are tracked through the payroll system

To add hours only to an employee for year to date purposes

1. Go to Hours and Dollars
2. Year To Date Adjustments
3. Click the icon to create new and it will default to a 'Standard Adjustment'
4. On line one choose 'Hours'
5. Under the Code, choose the 'Earnings Code'
6. Under Hours, key in the hours that need updated
7. Click 'Save' at the bottom of the screen

Year-To-Date Adjustments

Adjustment
Taxes
Deductions
ACH & Balancing

Adjustment Type
Standard Adj

Adjustment Number
Adding a new adjustment

Quarter
0

Earning Detail Information

Category	Code	Gross Amount	Hours
01.	Hours - REGULAR (R)		80
02.			
03.			
04.			
05.			

Add New Row

Cancel
Save





Year-To-Date Adjustments

YTD Adjustments to Add Employee Hours and Move Employee Hours/Earnings

To move hours from one category to another for year to date purposes

1. Go to Hours and Dollars
2. Year to Date Adjustments
3. Click on the icon to create new and it will default to a 'Standard Adjustment'
4. On line one, choose Hours, enter in the appropriate code to take the hours out of, and then enter in those hours as a negative
5. On line two, choose Hours, enter in the appropriate code to add the hours to, and then enter in those hours as a positive
6. Click 'Save' at the bottom of the screen

Year-To-Date Adjustments

Adjustment

Taxes

Deductions

ACH & Balancing

Adjustment Type Adjustment Number Quarter

Standard Adj Adding a new adjustment 0

Earning Detail Information

Category	Code	Gross Amount	Hours
01.	Hours - REGULAR (R)		-16
02.	Hours VAC - VACATION (R)		16
03.			
04.			
05.			



Year-To-Date Adjustments

YTD Adjustments to Add Employee Hours and Move Employee Hours/Earnings

To move earnings from one category to another for year to date purposes

1. Go to Hours and Dollars
2. Year to Date Adjustments
3. Click on the icon to create new and it will default to a 'Standard Adjustment'
4. On line one, choose Earnings, enter in the appropriate earning code to take the earnings out of, and enter those earnings as a negative
5. On line two, choose Earnings, enter in the appropriate earning code to add the earnings to, and enter those earnings as a positive
6. Click 'Save' at the bottom of the screen

Year-To-Date Adjustments

Adjustment
Taxes
Deductions
ACH & Balancing

Adjustment Type Adjustment Number Quarter

Standard Adj ▾
Adding a new adjustment ▾
0
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Earning Detail Information

Category	Code	Gross Amount	Hours
01.	Earnings ▾ - REGULAR (R) ▾	-160	
02.	Earnings ▾ VAC - VACATION (R) ▾	160	
03.	▾ ▾		
04.	▾ ▾		
05.	▾ ▾		