

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 & Dollars**
2. Select **Year-To-Date Adjustments**
3. Click the paper icon to create a new adjustment (will default to a **Standard Adjustment**)



Hours & Dollars
● Import Utility
● Detailed Hours Entry
● Browse Transactions
● Paycheck Options
● Extended Hours & Dollars
● Balance Payroll
● Hours & Dollars Proof Listing Report
● Employees Not Paid Report
● Preview Payroll
ADJUSTMENTS
● Year-To-Date Adjustments
● YTD Adjustment Report
● Check Void Maintenance



Year-To-Date Adjustments

Adjustment Taxes Deductions ACH & Balancing

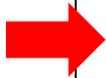
Adjustment Type: [Dropdown] Adjustment Number: No adjustments for this employee [Dropdown] Quarter: [Dropdown]  

Earning Detail Information

Category	Code	Gross Amount	Hours	Labor Distribution	G/L Code
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Add New Row

4. Using line 01, under category, select **Hours**
5. Under the **Code** drop down menu, choose the appropriate **Earnings Code**
6. Under **Hours**, key in the number of hours that need to be updated
7. Click **Save** at the bottom of the screen



Year-To-Date Adjustments

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Adjustment Type: Standard Adj Adjustment Number: Adding a new adjustment Quarter: 0  

Earning Detail Information

Category	Code	Gross Amount	Hours	Labor Distribution	G/L Code
01. Hours	- REGULAR (R)		40		
02.					
03.					
04.					
05.					

Add New Row

Cancel **Save**

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

1. Go to **Hours & Dollars**
2. Select **Year-to-Date Adjustments**
3. Click the paper icon to create a new adjustment (will default to a **Standard Adjustment**)
4. Using line 01, under category, select **Hours**
5. Under the **Code** drop down menu, choose the appropriate **Earnings Code** to take the hours out of
6. Under **Hours**, key in the number of hours as a negative
7. Using line 02, under category, select **Hours**
8. Under the **Code** drop down menu, choose the appropriate **Earnings Code** to add the hours to
9. Under **Hours**, key in the number of hours as a positive
10. Click **Save** at the bottom of the screen

Year-To-Date Adjustments

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Adjustment Type: Standard Adj Adjustment Number: Adding a new adjustment Quarter: 0  

Earning Detail Information

Category	Code	Gross Amount	Hours	Labor Distribution	G/L Code
01. Hours	- REGULAR (R)		-16		
02. Hours	VAC - VACATION (R)		16		
03.					
04.					
05.					

Add New Row

Cancel Save

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

1. Go to **Hours & Dollars**
2. Select **Year-to-Date Adjustments**
3. Click the paper icon to create a new adjustment (will default to a **Standard Adjustment**)
4. Using line 01, under category, select **Earnings**
5. Under the **Code** drop down menu, choose the appropriate **Earnings Code** to take the earnings out of
6. Under **Gross Amount**, key in the amount as a negative
7. Using line 02, under category, select **Earnings**
8. Under the **Code** drop down menu, choose the appropriate **Earnings Code** to add the earnings to
9. Under **Gross Amount**, key in the number of hours as a positive
10. 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	Labor Distribution	G/L Code
01. Earnings	- REGULAR (R)	-160			
02. Earnings	VAC - VACATION (R)	160			
03.					
04.					
05.					

Add New Row

Cancel Save