ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

step29

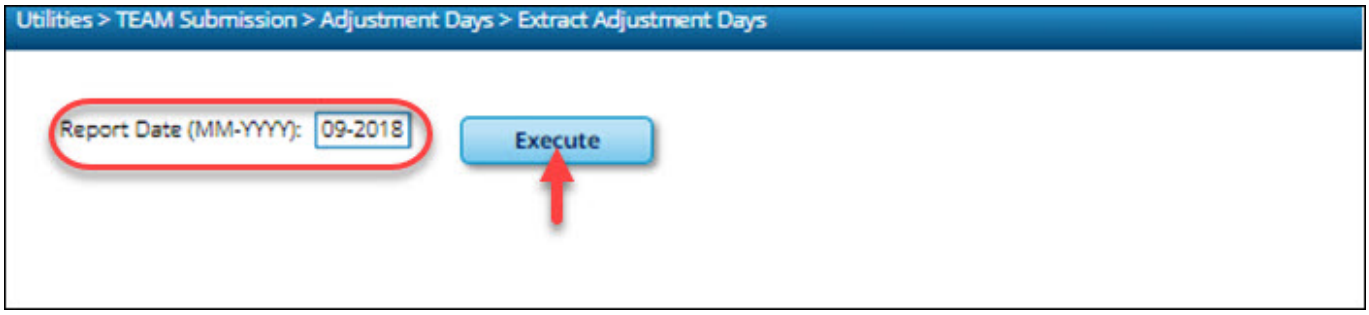
Table of Contents

step29 i

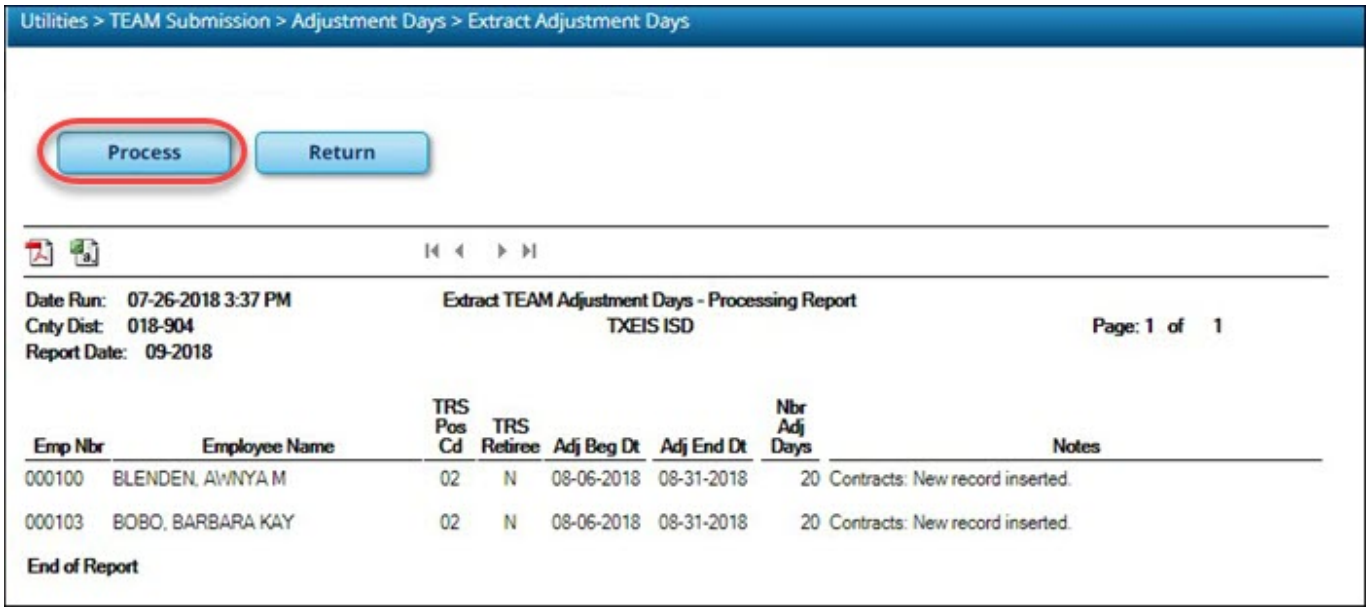
Human Resources > Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days

In the **Report Date (MM-YYYY)** field, type 09-2XXX to capture the days for those employees that worked in August but were not paid until September.

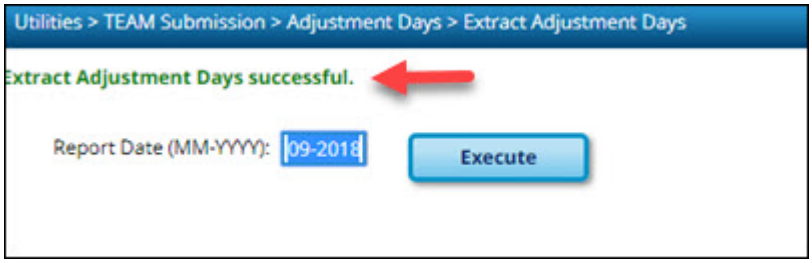
Image



Click **Execute**. The Extract TEAM Adjustment Days - Processing Report is displayed.



Click **Process**. A message indicating that the process was successful is displayed on the page.



Verify the information on Human Resources > Reports > TEAM Reports > TRS Adjustment Days Report (HRS7850).