


# System Adjust - HRS3300

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***Payroll > Maintenance > Hours/Pay Transmittals > System Adjust***

This tab is used to maintain records of system adjustment transmittals for employee paychecks in which incorrect deductions were taken. This tab is used for correcting system-generated deductions. Transmittal records cannot be changed after a payroll has been run. Entries on this page are not processed when selecting Supplemental Payroll on the Run Payroll process page. They will only be processed with regularly scheduled payroll processing. Notes:

## Create a system adjustment transmittal:

Under **Retrieval Options**, enter any of the following criteria:

| Field | Description |
|---|---|
| **Pay Date** | Click ⌄ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees. |
| **Campus** | Click ⌄ to select a campus code. |
| **Refund Type** | Click ⌄ to select a refund type. |

Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

| | |
|---|---|
| **Refund Type** | Click ⌄ to select a refund type. |
| **Refund Amt** | Type the dollar amount of the refund to the employee. This field also can be used for deductions by entering a negative amount. This amount will then be deducted from the employee's pay based on the refund type. |
| **Gross Amt** | Type the employee’s gross monthly salary for refund types F, G, I, M, P, S, and T. This field is required for all listed refund types. For all other refund types, the field value can be set to 0.00.<br><br>If the refund type is TRS related (i.e., refund types I, P, S, or T), enter the TRS gross amount.<br><br>If the refund type is Medicare related (i.e., refund type M), enter the Medicare gross amount.<br><br>If the refund type is FICA related (i.e., refund types F or G), enter the FICA gross amount.<br><br>When a system adjustment is processed, the amount in the **Gross Amt** field will adjust the amounts in the **Medicare Gross** or **FICA Gross** fields on the Maintenance > Calendar YTD Data > Calendar YTD tab. If the gross amount is positive, the Medicare or FICA gross amounts are decreased. If the gross amount is negative, the Medicare or FICA gross amounts are increased. |

| | |
|---|---|
| **Reason** | Type a description of the transaction. The field can be a maximum of 30 characters. |
| **W2 Health Care** | Select to flag system adjustments for H - TEA Health Insurance Contribution and N - Employer Non-Annuity Contribution amount, as subject to the Affordable Care Act. |
| **Campus** | Displays the number of the pay campus where the employee is assigned. This information is from the Staff Job/Pay Data window. |
| **User ID** | Displays the name of the individual who made the last change to the employee records. |

To retrieve another employee, click **+Add**. A new row is provided, with the cursor in the **Emp Nbr** field.

| | |
|---|---|
| **Emp Nbr** | Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory. |

Click **Duplicate Selected** to duplicate system adjustment transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the system adjustment transactions for those pay dates.

Click **Save**.

Click **Duplicate All** to duplicate system adjustment transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the system adjustment transactions for those pay dates.

Click **Save**.

Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |
| **Print** | Print the System Adjustment Transmittal List.<br><br>**Review the report using the following buttons**:<br><br>Click  to go to the first page of the report.<br>Click  to go back one page.<br>Click  to go forward one page.<br>Click  to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


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