

14R2 Enterprise Recurring Employee Adjustments

During the **Payroll** process there are deductions that are withheld from the **Employee's Paycheck** week after week. This can include benefits contributions, child support, garnishments, equipment fees, etc. This document explains how these recurring **Employee Adjustments** are set up and gives examples of how to handle different deduction situations.

***Note – When an **Employee** recurring *Adjustment* is set up, Enterprise recognizes it as a **Payroll** deduction, so if a recurring reimbursement is entered, the amount should be negative (-).**

The *Adjustments* form is found within the **Employee Pay Setup** section. The *Adjustments* form is where any recurring withholding is set up for the **Employee**.

EINC	Adjustment Type	Active	Sequence	Balance Amt	YTD Total	Lifetime Total	MTD Total	WTD Total
0	401K	<input type="checkbox"/>		\$0.00	\$0.00	\$440.00	\$0.00	\$0.00
0	AdvanceBnk	<input checked="" type="checkbox"/>		\$0.00	\$834.74	\$834.74	\$0.00	\$0.00

If the **Employee** has never had a recurring *Adjustment* set up for them, the form above will be blank. Otherwise, the *Adjustments* form will display all recurring *Adjustments* that have ever been added for this **Employee**.

***Note - Once an *Adjustment* has been added to the **Employee's** record, it cannot be deleted. If the *Adjustment* should no longer affect the **Employee's Paycheck**, then double-click on the *Adjustment* line item and click in the *Active* check box to inactivate (the "401K" *Adjustment* above is inactive).**

Adding Recurring Adjustments

To create a new recurring *Adjustment* for the **Employee**, click on the  button in the upper right. The form below will open and you can select the *Adjustment*.



Select the *Adjustment* type from the drop down menu. The *Adjustments* form will automatically be marked as *Active* when you're adding a new *Adjustment*.

**Note – Each *Adjustment* type should only be selected once.*

The *Frequency* defaults to "Weekly", but "48 Weeks" and "Monthly" are also options. You can enter a *Start Date* and/or *End Date* for the *Adjustment* and then click on *Save* to save and close the form or *New* to save the *Adjustment* and clear the form so that you can add another.

If a *Start Date* is entered the *Adjustment* will not be withheld until the first pay period after the date selected, based on the *Weekend Bill* date (*Weekend Bill* = accounting period). Example: an *Adjustment* with a *Start Date* of "4/7/2010" will not be withheld until the *Weekend Bill* date for that pay period which would be "4/11/2010".

If an *End Date* is entered this *Adjustment* will not be withheld after the last pay period after the date selected, based on the *Weekend Bill* date. Example: an *Adjustment* with an *End Date* of "4/9/2010" would be effective for the *Weekend Bill* date of "4/11/2010" but would be automatically deactivated after that so that it won't be withheld for **Paychecks** issued for any subsequent *Weekend Bill* dates.

Note – The "48 Weeks" *Frequency* should be selected for *Adjustments* that should not be withheld on the **Paychecks issued during the fifth pay period of the month when paying weekly. The "Monthly" *Frequency* will be selected for *Adjustments* that are withheld from one **Paycheck** per month.*

EINC	Adjustment Type	Active	Sequence	Balance Amt	YTD Total	Lifetime Total	MTD Total	WTD Total
0	ChildSupt1	<input checked="" type="checkbox"/>	1	\$0.00			\$0.00	\$0.00

summary	
Category	ChildSupt1
Active	<input checked="" type="checkbox"/>
Frequency	Weekly
Start	
End	

Main		Pay/Misc	Authority
Note		Deduct by	<input checked="" type="radio"/> Specified Amount
Sequence	1		<input type="radio"/> Specified Amount Per Hour
Date Served	4/6/2010		<input type="radio"/> Amount By Percentage
Max Monthly		Amount	
Max Yearly		Max % of Net	0
Max Lifetime			
Period Max			
Max Applied per Check			

Once the *Adjustment* has been saved, it will be displayed as a line item at the top of the form and the *Main* tab will be available.

Sequencing Adjustments

The *Sequence* field (outlined in red above) can be used to indicate the priority in which the "post tax" *Adjustments* would be deducted (a "post tax" *Adjustment* is deducted from the *Net* of the **Paycheck**). "Pre-tax" *Adjustments* (401K, pre-tax benefit contributions, etc.) aren't affected by *Sequencing* because the calculations of their amounts are used to determine the *Net* amount of the check.

***Note - By default, the maximum percentage of the *Net* of the **Paycheck** that can be withheld for *Sequenced Adjustments* is "50". To change this amount open the **Pay Setup** form and update the *Maximum Deduction Percent* field, then *Save* the record.**

Example: An **Employee** has three different "Child Support" *Adjustments* that are listed as *Sequence* of "1". They also have a "Garnishment" (*Sequence* "2") and "Union Dues" (*Sequence* "3"). If the **Employee** isn't paid enough during the pay period to cover the full amounts of all of the *Adjustments*, the "Child Support" *Adjustments* would be withheld first. If the *Maximum Deduction Percent* has not yet been exceeded for this **Paycheck**, then the "Garnishment" would be withheld. Any remaining monies available would be applied towards the *Sequence* "3" *Adjustment* of "Union Dues".

In an instance where the **Employee** did not make enough to pay the full amounts of each of the *Sequence "1" Adjustments* then a percentage of the full amount would be applied to each. Due to this, any *Adjustments* with a *Sequence* priority of "2" or greater would not be deducted for that pay period as the *Net* amount of the **Paycheck** would be too low based on the *Maximum Deduction Percent* field on the **Pay Setup** form.

Recurring Adjustment Types

Specified Amount:

The screenshot shows the 'Pay/Misc' tab of the 'Authority' form. The 'Deduct by' section has three radio buttons: 'Specified Amount' (selected and outlined in red), 'Specified Amount Per Hour', and 'Amount By Percentage'. Below this, the 'Amount' field is set to '\$67.99' and the 'Max % of Net' field is set to '55'. The 'Period Max' field is also set to '\$67.99'. The 'Date Served' is '4/2/2008'. The 'Start' date is '12/1/2007' and the 'End' date is '4/2/2015'. The 'Category' is 'ChildSupt1' and the 'Frequency' is 'Weekly'.

When entering an *Adjustment* with a dollar amount, click on the radio button for *Specified Amount* (outlined in red) to select the correct form. Then enter the *Amount* to be withheld and the *Max % Of Net* that should be calculated for this *Adjustment*.

***Note – With a *Specified Amount Adjustment* enter the same amount in both the *Period Max* and *Amount* fields so that if multiple **Paychecks** are issued to the **Employee** during the same pay period that the amount withheld for this *Adjustment* will not exceed the *Period Max* amount entered.**

In the example above the **Employee** will have a total of "\$67.99" deducted from their **Paycheck** each week for the "ChildSupt1", not to exceed "55" percent of the *Net* of the check for this individual *Adjustment*. If the *Net* of the **Employee's Paycheck** is too low to pay the full amount for the *Adjustment*, then up to "55" percent of the *Net* will be withheld. If another check is cut to this **Employee** during the same pay period, it will withhold the remaining amount owed for this *Adjustment* not to exceed the *Period Max* of "\$67.99" or "55" percent of the *Net* of the second **Paycheck**. The same would be true for any subsequent **Paychecks** issued to that **Employee** during the same pay period.

***Note – In the example above, if this *Adjustment* is *Sequenced*, the default of "50" percent on the *Maximum Deduction Percent* field of the **Pay Setup** form should be reduced to "45" percent or lower because the *Max % Of Net* field indicates that up to "55" percent can be withheld for this *Adjustment* alone, not counting any other *Sequenced Adjustments* for this **Employee**.**

Specified Amount Per Hour:

The screenshot shows the 'Main' tab of the TempWorks software interface. On the left is a 'summary' sidebar with fields for 'Category DE1', 'Active' (checked), 'Frequency Weekly', 'Start', and 'End'. The main area has three tabs: 'Main', 'Pay/Misc', and 'Authority'. The 'Main' tab is active and contains a table of fields: 'Note', 'Sequence', 'Date Served' (4/6/2010), 'Max Monthly' (\$25.00), 'Max Yearly' (\$0.00), 'Max Lifetime', 'Period Max' (\$0.00), and 'Max Applied per Check'. To the right of this table is the 'Deduct by' section with three radio buttons: 'Specified Amount' (selected and circled in red), 'Amount by Percentage', and 'Net After Levy'. Below these is the 'Amount Per Hour' field, which contains the value '\$0.13'.

The *Specified Amount Per Hour* radio button would be used when the *Adjustment* amount total depends on the number of hours the **Employee** worked during the pay period. Enter the *Amount Per Hour* that should be withheld for this *Adjustment*.

*Note – The *Max Monthly* field is used when there is a total monthly maximum amount that can be withheld for the selected *Adjustment*. Once the total deductions for the *Adjustment* meet the *Max Monthly* amount for the month, the *Adjustment* is deactivated until the start of the new month.

In the example above "\$.13" will be withheld for each hour that the **Employee** works (this will count *Reg*, *OT*, and *DT Hrs*). Once the *Adjustment* amount reaches "\$25.00" for the month, it will be deactivated until the start of the next calendar month based on the *Weekend Bill* date.

Amount By Percentage:

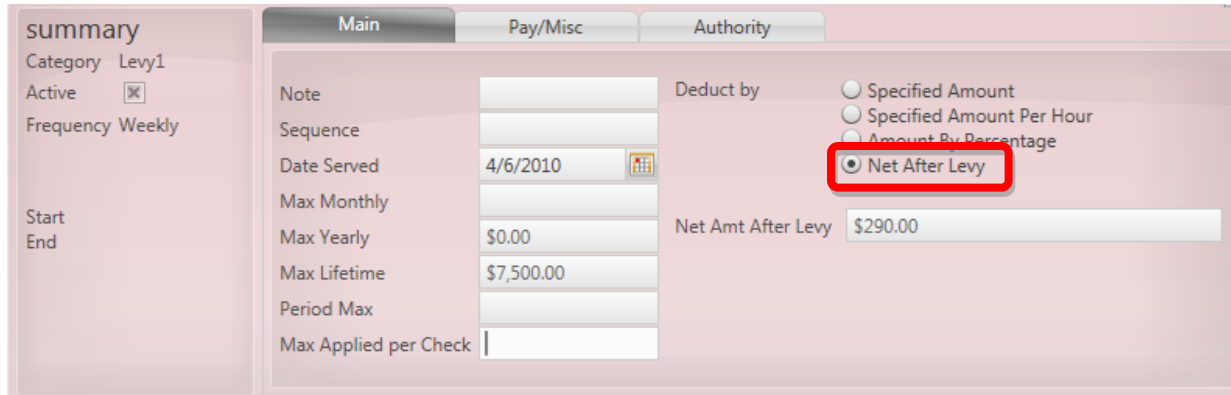
The screenshot displays the 'Amount By Percentage' configuration screen in the TempWorks software. The interface is divided into three tabs: 'Main', 'Pay/Misc', and 'Authority'. The 'Main' tab is active. On the left, a 'summary' panel shows fields for 'Category 401k', 'Active' (checked), 'Frequency Weekly', 'Start', and 'End'. The main area contains a table for 'Note', 'Sequence', 'Date Served' (4/6/2010), 'Max Monthly', 'Max Yearly' (\$15,500.00), 'Max Lifetime', 'Period Max', and 'Max Applied per Check'. To the right, the 'Deduct by' section has three radio buttons: 'Specified Amount', 'Specified Amount Per Hour', and 'Amount By Percentage' (which is selected and highlighted with a red box). Below this, there are checkboxes for 'Gross Percentage' (checked) and 'Net Percentage' (unchecked), and a 'Percentage' field set to '10'.

When entering an *Adjustment* with a deduction calculated by percentage, click on the *Amount By Percentage* radio button to select the correct form. Click in the box in front of either *Gross Percentage* (pre-tax calculation) or *Net Percentage* (post-tax calculation) and then enter the *Percentage*.

**Note – The Max Yearly field is used when there is a total yearly maximum amount that can be withheld for the selected Adjustment. Once the total deductions for the Adjustment meet the Max Yearly amount for the Tax year, the Adjustment is deactivated until the start of the new Tax year.*

In the "401K" example (above) the *Max Yearly* amount set by the federal government on this type of "pre-tax" withholding is "\$15,500". Once the "401K" *Adjustment* reaches the *Max Yearly* amount for the *Tax year* it will be deactivated. When the new *Tax year* begins the *Adjustment* will be reactivated and will start withholding from the **Employee's Paycheck** again.

Net After Levy:



summary	
Category	Levy1
Active	<input checked="" type="checkbox"/>
Frequency	Weekly
Start	
End	

Main	Pay/Misc	Authority
Note		Deduct by
Sequence		<input type="radio"/> Specified Amount
Date Served	4/6/2010	<input type="radio"/> Specified Amount Per Hour
Max Monthly		<input type="radio"/> Amount By Percentage
Max Yearly	\$0.00	<input checked="" type="radio"/> Net After Levy
Max Lifetime	\$7,500.00	Net Amt After Levy
Period Max		\$290.00
Max Applied per Check		

When entering an *Adjustment* with a levy all except specified amount, click on the *Net After Levy* radio button to select the correct form. Enter the **Employee's** maximum *Net Paycheck* amount in the *Net After Levy* field. All additional "post-tax" *Adjustments* will reduce the *Net* amount of the **Paycheck**, not to exceed the *Maximum Deduction Percent* on the **Pay Setup** form for any *Sequenced Adjustments*.

**Note - The Max Lifetime field is used when there is a maximum amount that can be withheld for the selected Adjustment. Once the Max Lifetime amount has been reached the Adjustment will be deactivated.*

In the "Levy1" example above the *Max Lifetime* amount set by the levy order on this "pre-tax" *Adjustment* is "\$7,500". Once the "Levy1" *Adjustment* reaches the *Max Lifetime* amount it will be deactivated.

**Warning! – Be very careful that a Period Max amount is not accidentally entered into the Max Lifetime field. If the Employee's deducted Adjustment amount total is in excess of the Max Lifetime amount, the system will automatically issue them a reimbursement of the difference on their next Paycheck.*

Adjustment Examples with "Weekly" Frequency

*Note – The "Weekly" *Frequency* indicates that the *Adjustment* will be withheld every pay period. This is true even when processing **Payroll** on a "bi-weekly", "semi-monthly", or "monthly" basis.

Child Support/Garnishments:

Create the *Adjustment* (as explained earlier) and choose an *Adjustment* type of "Child Support[#]" or "Garnishment[#]". The "#" corresponds to the fact that this is the 1st, 2nd, 3rd, etc. *Adjustment* of this type.

The screenshot shows the 'Main' tab of an adjustment form. The 'Main' tab is circled in red. The form includes a 'summary' section on the left with fields for Category (ChildSupt1), Active (checked), Frequency (Weekly), Start (12/1/2007), and End (4/2/2015). The main form area has several fields: Note, Sequence (with a dropdown arrow), Date Served (4/2/2008), Max Monthly, Max Yearly (\$0.00), Max Lifetime, Period Max (\$67.99), and Max Applied per Check. On the right, there is a 'Deduct by' section with radio buttons for Specified Amount (selected), Specified Amount Per Hour, Amount By Percentage, and Net After Levy. Below this, there are fields for Amount (\$67.99) and Max % of Net (55).

The child support or garnishment order will have an amount that should be withheld. Calculate the annual withholding amount for the *Adjustment* and then divide by "52" for **Payroll** processed "weekly", by "26" for "bi-weekly", by "24" for "semi-monthly", or by "12" for "monthly". On the *Main* tab enter the pay period amount in the *Amount* field. Duplicate that amount in the *Period Max* field. If there are already other "post-tax" *Adjustments* entered, add the appropriate priority number to the *Sequence* field.

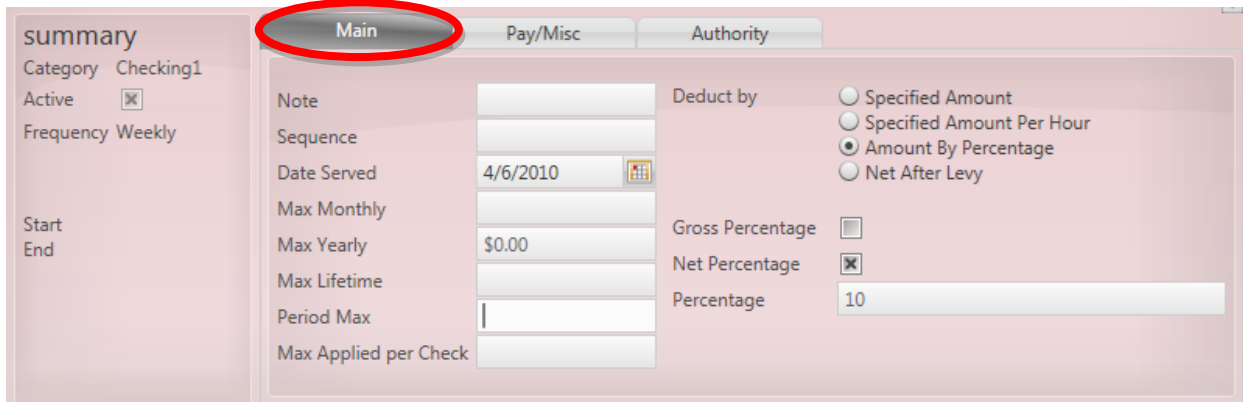
The screenshot shows the 'Authority' tab of the adjustment form. The 'Authority' tab is circled in red. The form includes a 'summary' section on the left with fields for Category (ChildSupt1), Active (checked), Frequency (Weekly), Start, and End. The main form area has a 'Print Check to Authority' dropdown menu set to 'Brevard County' and a 'Case Number' field containing '5849284'.

On the *Authority* tab select the authority from the *Print Check to Authority* drop down menu. If a tracking number for this *Adjustment* is required, enter it into the *Case Number* field.

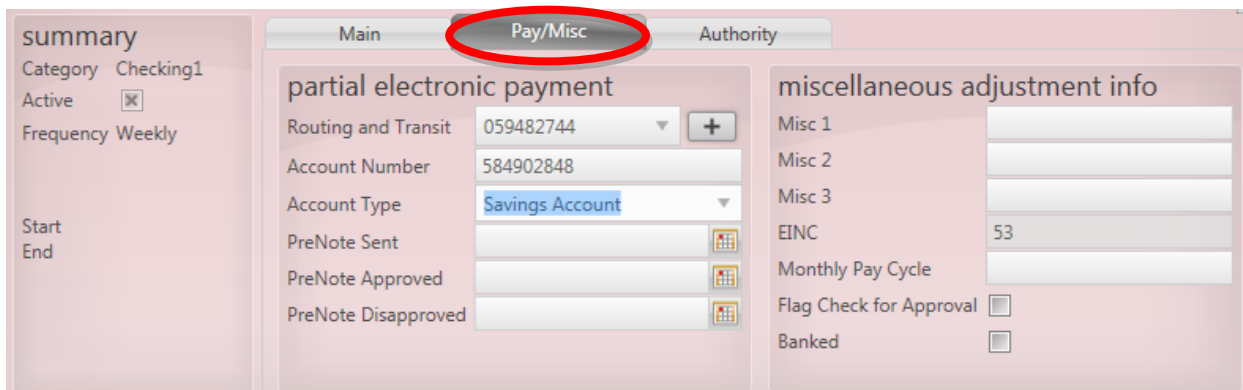
*Note – Users with "System Admin" access can add new *Authorities* from the **Authorities** form in the **Administration** section. Setting up new *Authorities* is covered later in this document.

Additional Direct Deposit Accounts:

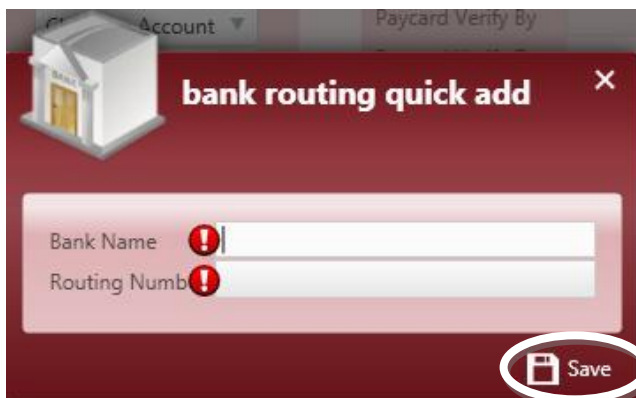
Create the *Adjustment* and choose an *Adjustment* type of "Checking1" or "Checking2". The main direct deposit account where the bulk of the **Employee's Paycheck** should be sent will be entered in the *Electronic Pay* form. Select the "Checking1" *Adjustment* type for the secondary direct deposit account and "Checking2" for the third account (if needed).



From the *Main* tab choose the deduction calculation form and then enter the amount. If this is a "post-tax" *Adjustment* add the *Sequence* number. For the example above "10" percent of the *Net* amount of the **Employee's Paycheck** will be withheld and direct deposited to a secondary bank account.



From the *Pay/Misc* tab enter the routing information for this direct deposit account. If the routing number is not already in the system, click on the **+** button to add a new one.



Once the *Bank Routing Info* field is completed enter in the *Account Number* then *Save* to add the new bank and close the form.

On the *Pay/Misc* tab select "Checking Account" or "Savings Account" from the *Account Type* drop down menu.

If the pre-note functionality is turned on, the *PreNote Sent* field will automatically populate the date that the pre-note file is created after the account information has been added and the **Employee's** next **Paycheck** has been issued. "X" days later the *PreNote Approved* date will automatically populate so that any checks issued to the **Employee** on or after that date will have the *Adjustment* deducted and sent via direct deposit (number of days "X" is determined by your company). If the bank indicates that the account does not exist, enter the *PreNote Disapproved* date and deactivate this *Adjustment*.

*Note – If the pre-note functionality is on, the **Employee's** next **Paycheck** will deduct the *Adjustment* amount, but it will just be sent via ACH to the main bank account set up on the *Electronic Pay* form. If the main direct deposit account was just set up, then the next **Paycheck** will be "live" and won't be included in the ACH file. If the *Adjustment* should go via direct deposit on the first **Paycheck** issued after set up, populate both the *PreNote Sent* and *PreNote Approved* fields with a previous date prior to processing the **Employee's** next check.

Levies:

Create the *Adjustment* and choose an *Adjustment* type of "Levy[#]".

The screenshot shows a software interface with three tabs: 'Main', 'Pay/Misc', and 'Authority'. The 'Main' tab is selected and circled in red. On the left, there is a 'summary' section with fields for 'Category' (Levy1), 'Active' (checked), 'Frequency' (Weekly), 'Start', and 'End'. The main area contains several input fields: 'Note', 'Sequence', 'Date Served' (4/6/2010), 'Max Monthly', 'Max Yearly' (\$0.00), 'Max Lifetime' (\$7,500.00), 'Period Max', and 'Max Applied per Check'. On the right, there is a 'Deduct by' section with four radio buttons: 'Specified Amount', 'Specified Amount Per Hour', 'Amount By Percentage', and 'Net After Levy' (selected). Below this is a 'Net Amt After Levy' field set to '\$290.00'.

From the *Main* tab select the *Net After Levy* radio button. Enter the maximum *Net* (take home) **Paycheck** amount that the **Employee** is allowed in the *Net Amt After Levy* field. Add the *Max Lifetime* amount that is owed for the levy.

*Note – If the maximum *Net* changes weekly due to the **Employee's** hours, select *Flag Check for Approval* on the *Pay/Misc* tab. This way you will be notified during **Payroll** calculations that you should take a closer look at the **Paycheck** so that the amounts can be verified.

On the *Authority* tab select the authority from the *Print Check to Authority* drop down menu. If a tracking number for this *Adjustment* is required, enter it into the *Case Number* field.

Adjustment Example with "48Weeks" Frequency

*Note – The "48 Weeks" *Frequency* should be selected for *Adjustments* that should not be withheld on the **Paychecks** issued during the fifth pay period of the month when paying weekly. This *Frequency* will not be used if **Payroll** is processed "bi-weekly", "semi-monthly", or "monthly".

Benefit Contributions:

Create the *Adjustment* and choose an *Adjustment* type of "Medical", "Dental", "Vision", etc.

The screenshot shows the 'Main' tab of an adjustment setup screen. On the left, the 'summary' section shows 'Category MED-Emp', 'Active' checked, and 'Frequency 48Weeks'. The main area has several input fields: 'Note', 'Sequence', 'Date Served' (4/6/2010), 'Max Monthly', 'Max Yearly' (\$0.00), 'Max Lifetime', 'Period Max', and 'Max Applied per Check'. On the right, the 'Deduct by' section has radio buttons for 'Specified Amount' (selected), 'Specified Amount Per Hour', 'Amount By Percentage', and 'Net After Levy'. Below this, the 'Amount' field is set to 15.00 and 'Max % of Net' is empty.

From the *Main* tab choose the deduction calculation form and then enter the amount that should be withheld weekly. With the "48Weeks" *Frequency* selected the **Employee** from the example above would not have more than \$60.00 deducted per month, even if there are five pay periods that occur during that calendar month based on the *Weekend Bill* date.

The screenshot shows the 'Pay/Misc' tab of the adjustment setup screen. The 'Pay/Misc' tab is highlighted with a red circle. The main area is divided into two sections: 'partial electronic payment' and 'miscellaneous adjustment info'. The 'partial electronic payment' section has fields for 'Routing and Transit', 'Account Number', 'Account Type' (Checking Account), 'PreNote Sent', 'PreNote Approved', and 'PreNote Disapproved'. The 'miscellaneous adjustment info' section has fields for 'Misc 1', 'Misc 2', 'Misc 3', 'EINC' (53), 'Monthly Pay Cycle', and 'Flag Check for Approval'. The 'Banked' checkbox is checked and highlighted with a red box.

If the deduction amount for this *Adjustment* is owed even if the **Employee** works very few hours or doesn't work at all, click in the *Banked* box on the *Pay/Misc* tab. This notifies Enterprise to "roll over" unpaid amounts for this *Adjustment*.

Example: An **Employee** enrolls in the medical insurance program with \$15 weekly **Employee** contributions. The **Employee** continues to be covered by the insurance when they go on vacation for two weeks. During this timeframe they have no payable hours, so the first week of the vacation \$15 will be *Banked* and added to the *Balance Amt* for the *Adjustment*. The same thing will happen during the second week. Their *Balance Amt* is now \$30. In the first **Paycheck** they receive after returning to work \$45 will be deducted for this *Adjustment* (\$30 "rolled over" and the \$15 owed for the current week).

Adjustment Example with "Monthly" Frequency

*Note - The "Monthly" Frequency will be selected for Adjustments that are withheld from one **Paycheck** per month.

Mobile Phone Reimbursement:

Create the *Adjustment* and choose an *Adjustment* type of "Phone".

The screenshot shows the 'Main' tab of an adjustment form. The 'Main' tab is circled in red. The form includes fields for Note, Sequence, Date Served (4/6/2010), Max Monthly (\$50.00), Max Yearly, Max Lifetime, Period Max, and Max Applied per Check. The 'Deduct by' section has radio buttons for Specified Amount (selected), Specified Amount Per Hour, Amount By Percentage, and Net After Levy. The 'Amount' field is set to (\$50.00) and 'Max % of Net' is empty.

From the *Main* tab choose the deduction calculation form and then enter the amount that should be withheld monthly. With the "Monthly" Frequency selected the **Employee** from the example above would not be reimbursed more than "\$50.00" per month for their cell phone.

*Note – When an **Employee** recurring *Adjustment* is set up, Enterprise recognizes it as a **Payroll** deduction, so if a recurring reimbursement is entered, the amount should be negative (-) as shown above (parentheses surrounding an amount indicates that the amount is negative).

The screenshot shows the 'Pay/Misc' tab of an adjustment form. The 'Pay/Misc' tab is circled in red. The form is divided into two sections: 'partial electronic payment' and 'miscellaneous adjustment info'. The 'partial electronic payment' section includes fields for Routing and Transit, Account Number, Account Type (Checking Account), PreNote Sent, PreNote Approved, and PreNote Disapproved. The 'miscellaneous adjustment info' section includes fields for Misc 1, Misc 2, Misc 3, EINC (53), Monthly Pay Cycle (3), Flag Check for Approval, and Banked.

From the *Pay/Misc* tab enter the week number of the pay period in the *Monthly Pay Cycle* field. In the example above, this reimbursement *Adjustment* will be paid on a **Paycheck** issued to the **Employee** for the "third" pay period of the calendar month when the **Employee's Paycheck** is processed weekly.

Advanced Bank Adjustment

An "AdvanceBnk" *Adjustment* type is created when an **Employee** is issued a **Paycheck** where they were overpaid, but the check was sent via direct deposit or had already been cashed. The **Paycheck** reversal process creates the "AdvanceBnk" which is equal to the *Net* amount of the check.

EINC	Adjustment Type	Active	Sequence	Balance Amt	YTD Total	Lifetime Total	MTD Total	WTD Total
0	401K	<input type="checkbox"/>		\$0.00	\$0.00	\$440.00	\$0.00	\$0.00
0	AdvanceBnk	<input checked="" type="checkbox"/>		\$0.00	\$834.74	\$834.74	\$0.00	\$0.00

When the corrected *Transaction* is processed through **Payroll**, the amount owed for this *Adjustment* is reduced to the difference between what the **Employee** was paid and what they should've been paid.

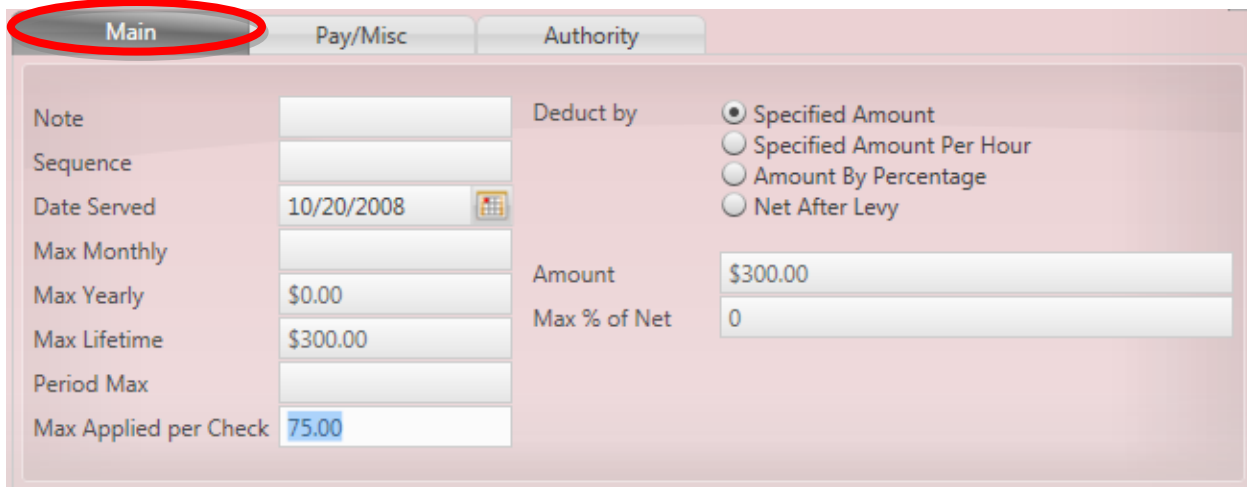
On the *Pay/Misc* form the "AdvanceBnk" *Adjustment* type will always have the *Banked* box checked off because any unpaid amounts will be "rolled over" to be withheld from their next **Paycheck**. This *Adjustment* will be withheld from all future **Paychecks** for the **Employee** until the amount owed reaches "\$0".

***Note – If the **Employee** pays back the overpaid amount by cutting your company a personal check or by paying cash, an administrator will have to go into the table to manually update the amount owed. It is not a good idea to deactivate this *Adjustment* type as it may be needed for future **Paycheck** reversals.**

For more information on how the "AdvanceBnk" *Adjustments* are created and used, refer to the help document entitled "12R6 Enterprise Check Correction". This document can be downloaded from the following link: <http://www.tempworks.com/ClientServices/documents/12R6EnterpriseCheckCorrection.pdf>

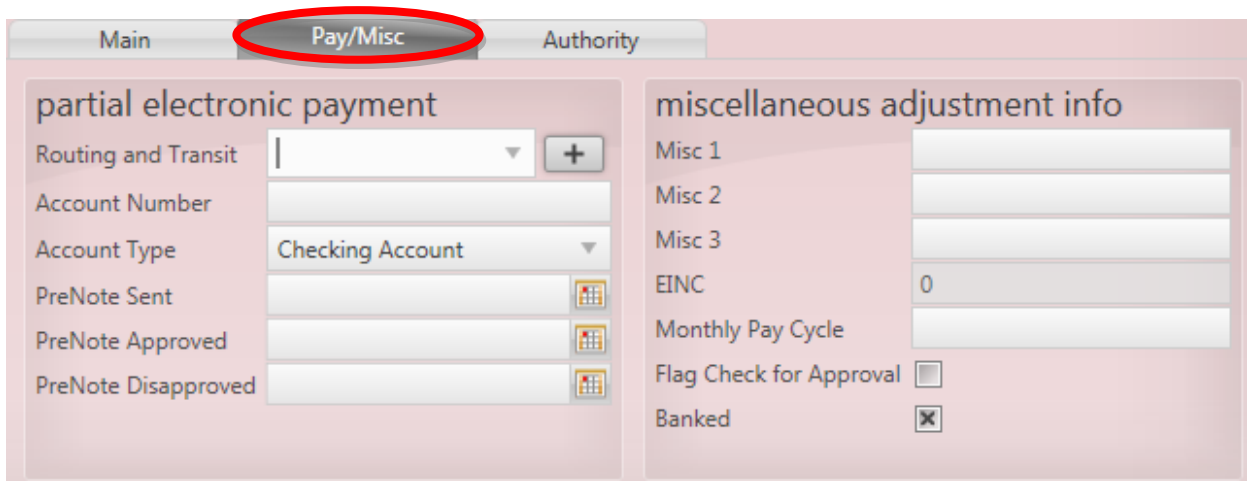
Paycheck Advance Adjustment

When an **Employee** is issued an advance on **Payroll** funds, that amount will need to be withheld from future **Paychecks**. Create the *Adjustment* and choose an *Adjustment* type of "Advance".



From the *Main* tab select the *Specified Amount* radio button and enter the *Amount*. Entering the full amount owed into the *Max Lifetime* field will guarantee that this *Adjustment* will be deactivated once the total amount owed has been withheld from the **Employee's Paychecks**.

*Note - If the amount owed for the "Advance" *Adjustment* is too large to be withheld from a single check enter the amount that should be withheld from each **Paycheck** into the *Max Applied Per Check* field.

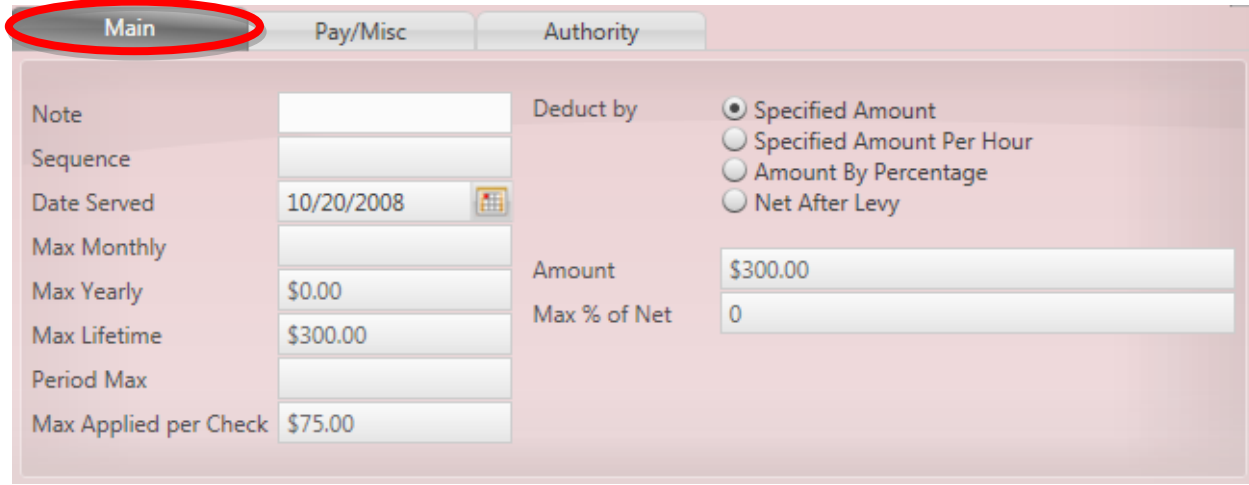


The deduction amount for this *Adjustment* is owed even if the **Employee** works very few hours or doesn't work at all, so click in the *Banked* box on the *Pay/Misc* tab. This notifies Enterprise to "roll over" unpaid amounts for this *Adjustment*.

*Note – If another advance is issued to the **Employee** this *Adjustment* can be reactivated. Once it's reactivated, enter the amount owed into the *Amount* field, add the new amount to the current amount in the *Max Lifetime* field and update the *Max Applied Per Check* field (if necessary) then *Save* the form.

Miscellaneous Other Notes

Main Tab:

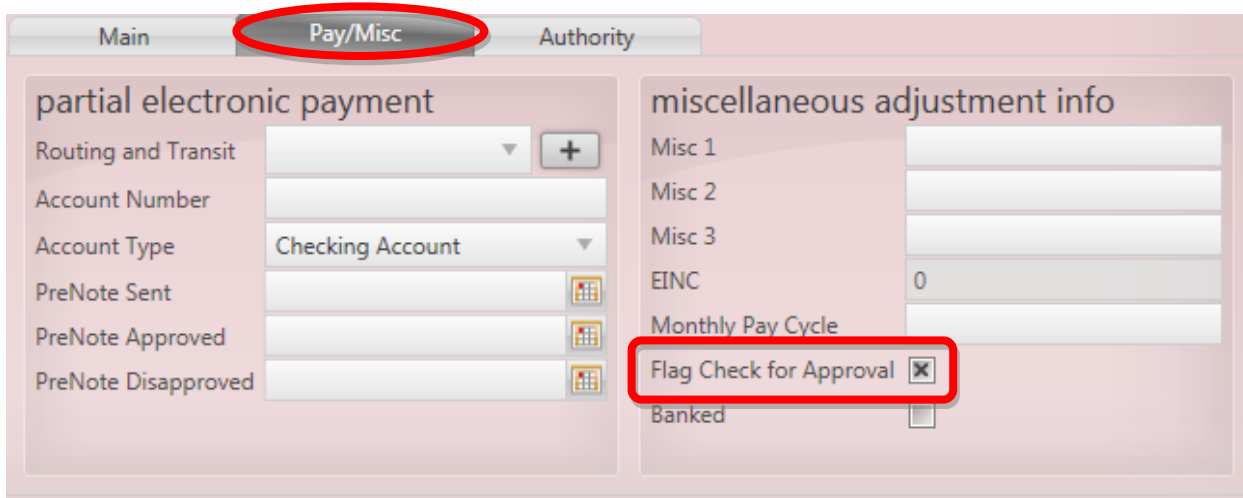


The **Main** tab also has fields for *Note* and *Date Served*. The *Note* can be used for any comments that you have about the *Adjustment*. The *Date Served* will automatically populate with the date that the *Adjustment* is added to the system. Use the calendar to update this date field if required.

Pay/Misc Tab:

EINC	Adjustment Type	Active	Sequence	Balance Amt	YTD Total	Lifetime Total	MTD Total	WTD Total
0	401k	<input checked="" type="checkbox"/>	4	\$0.00	\$1,121.90	\$1,147.00	(\$10.40)	(\$10.40)
0	AdvanceBnk	<input checked="" type="checkbox"/>		\$0.00	(\$81.00)	(\$83.63)	(\$83.63)	(\$83.63)
0	Checking1	<input checked="" type="checkbox"/>	5	\$0.00	\$0.00		\$0.00	\$0.00
0	ChildSupt1	<input checked="" type="checkbox"/>	2	\$0.00	\$56.93	\$56.93	\$0.00	\$0.00


We recommend that if an **Employee** has four (4) or more *Adjustments* that *Flag Check for Approval* be selected from the *Pay/Misc* tab (outlined in red below). When the **Payroll** run is calculated, a **Paycheck** for this **Employee** will generate an error reminder which will allow the user to view the *Staged Check Summary* and edit any of the withholding amounts before printing and posting the **Paycheck**.



*Note - Always be sure to verify that the correct *Adjustment* line is selected before entering any *Adjustment* information in the *Main*, *Pay/Misc*, or *Authority* tabs at the bottom of the *Adjustments* form.

The *Authority* tab is used to select the *Authority* that the deduction should be remitted to. Select the *Authority* from the *Print Check to Authority* drop down menu and then enter the *Case Number* that should be referenced with the *Authority* payment.

Editing Adjustments


To edit an existing *Adjustment*, double-click on the line for the *Adjustment* or select the line, then right-click and choose *Edit* from the drop down menu. You can also select the line and click on the  button in the upper right.

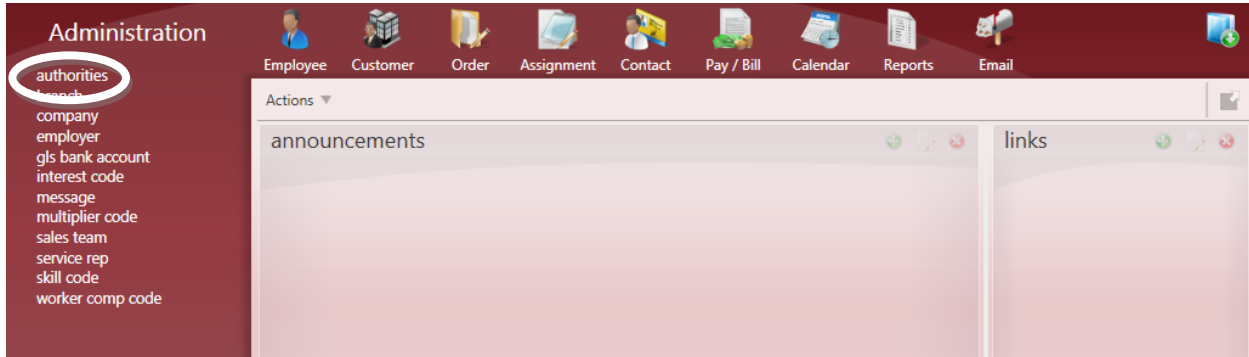
EINC	Adjustment Type	Active	Sequence	Balance Amt	YTD Total	Lifetime Total	MTD Total	WTD Total
0	401k	<input checked="" type="checkbox"/>	4	\$0.00	\$1,121.90	\$1,147.00	(\$10.40)	(\$10.40)
0	AdvanceBnk	<input checked="" type="checkbox"/>		\$0.00	(\$81.00)	(\$83.63)	(\$83.63)	(\$83.63)
0	Checking1	<input checked="" type="checkbox"/>	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	ChildSupt1	<input checked="" type="checkbox"/>	2	\$0.00	\$56.93	\$56.93	\$0.00	\$0.00

The *Adjustments* form will be displayed. To deactivate the *Adjustment*, click in the *Active* check box. If the *Active* check box is blank, click in it to reactivate the *Adjustment*. You can also change the *Frequency*, *Start Date*, and *End Date*. Then click *Save* to update and close the form.

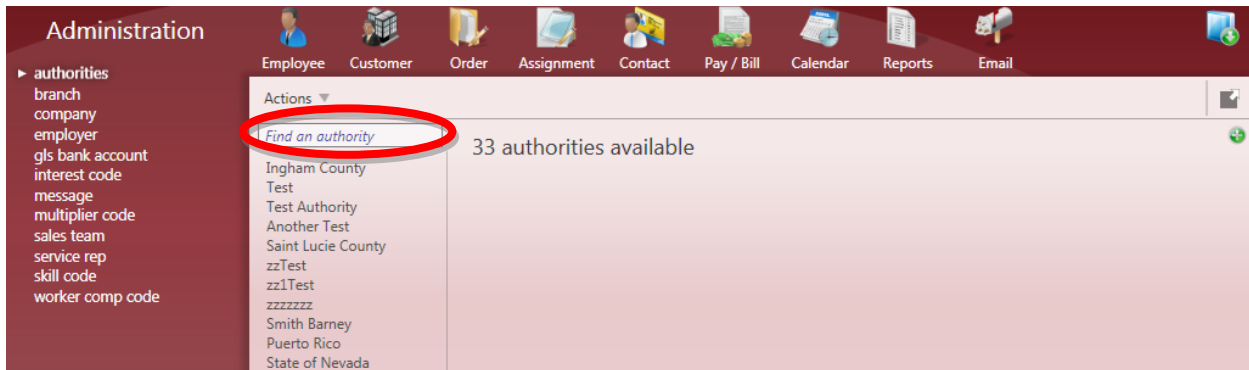
*Note – Any other changes to the *Adjustment* will be handled from the *Main*, *Pay/Misc*, or *Authority* tabs at the bottom of the *Adjustments* form.

Adding New Authority Records

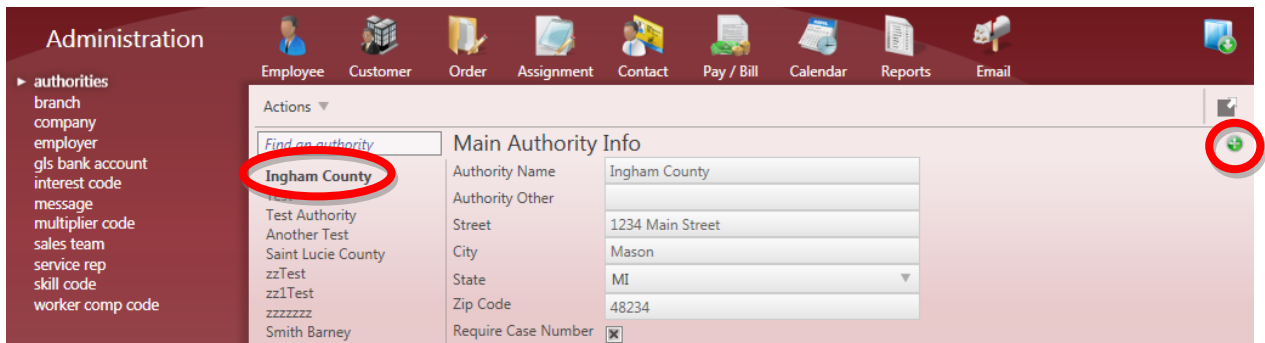
To add a new *Authority* or to edit a current *Authority* record, choose the  button from the upper right corner of the Enterprise **Main** screen. From the drop down menu select the **Administration** option.




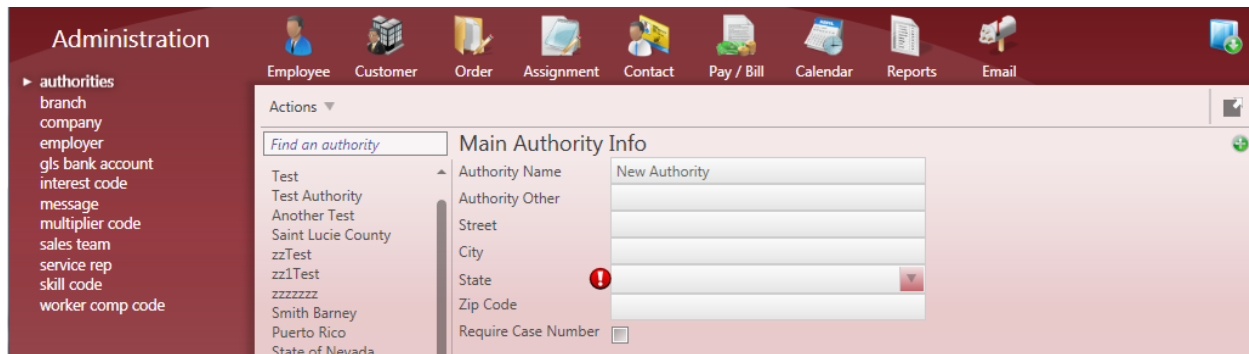
Once **Administration** has been selected, click on the **Authorities** option from the menu on the left (as circled above).



A list of *Authorities* will be displayed on the left side of this form. Type the first few letters of the *Authority* name in the *Find An Authority* box to filter and locate a specific *Authority* record.

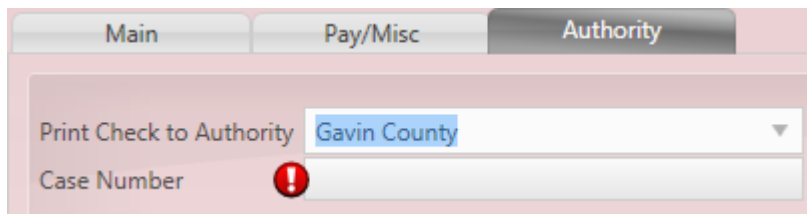


Click on the *Authority* in the list on the left to display the *Authority* information in the Main Authority Info section. Change the data in the *Street*, *City*, *State*, and *Zip Code* fields or in the *Require Case Number* check box and then *Save* the record to update. To add a new *Authority* to the database, click on the  button in the upper right corner of the form.




The screenshot shows the 'Administration' menu on the left with options like 'authorities', 'branch', 'company', etc. The main area is titled 'Main Authority Info' and contains a search bar 'Find an authority' with a list of test entries. To the right, there are input fields for 'Authority Name' (containing 'New Authority'), 'Authority Other', 'Street', 'City', 'State' (with a red exclamation mark), and 'Zip Code'. A 'Require Case Number' checkbox is at the bottom.

The Main Authority Info section will now display a record with *Authority Name* of "New Authority". Update the *Authority Name* field and add the *Street, City, State* (required) and *Zip Code* for the *Authority* payment remittance address. If this *Authority* requires a tracking number for all payments, click in the check box for *Require Case Number*.



The screenshot shows three tabs: 'Main', 'Pay/Misc', and 'Authority'. The 'Authority' tab is active. Below the tabs, there is a dropdown menu labeled 'Print Check to Authority' with 'Gavin County' selected. Below that is a text input field labeled 'Case Number' with a red exclamation mark icon to its left.

When the box is checked for *Require Case Number* in the **Authorities** form and that *Authority* is selected from the *Print Check to Authority* drop down menu Enterprise will display the  required indicator in front of the *Case Number* field on the *Authority* tab in the **Pay Setup/Adjustments** form. You will not be able to *Save* the *Adjustment* record until the *Case Number* field has been populated.

Still Have Questions?

For more information about recurring employee adjustments contact our customer support group at 651-452-0366 or by sending an email to support@tempworks.com.

To schedule training on recurring employee adjustments, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact Alisha Arnold (Corporate Trainer) at 651-287-8370 or by sending an email to Alisha@tempworks.com.