

Question: I have someone who just re-signed their contract with a salary that is supposed to be retroactive. The amount is to be made up over the course of the remaining payrolls. How do I do that?

You have a few options. In the pay grid you can hit the plus sign that is at the beginning of each employee's line. That will add a line to that employee and you can type in the additional salary amount (see below – Ringo Starr). If you are adjusting the salary for 1 or 2 payrolls only then we recommend this method.

| Override | Emp # | Name | SALARY | REGULAR HOURS | OVERTIME HOURS | Rate | VACATION HOURS | SICK HOURS | OTHER \$/H | RELEASE | COMMISSION | EXPENSE | DEPARTS |
|----------|-------|------------------|-----------|---------------|----------------|------|----------------|------------|------------|---------|------------|---------|---------|
| | 1 8 | CONTACT, JMA | 10,000.00 | | | | | | | | | | |
| | 1 8 | GOSPEL, JOHN | | | | | | | | | | | |
| | 1 3 | GOSPEL, LURE | 1,000.00 | | | | | | | | | | |
| | 1 3 | GOSPEL, MATTHEW | 1,000.00 | | | | | | | | | | |
| | 1 8 | HARRISON, GEORGE | | | | | | | | | | | |
| | 1 8 | LEMON, JOHN | 1,500.00 | | | | | | | | | | |
| | 1 3 | MCCARTNEY, PAUL | | | | | | | | | | | |
| | 1 30 | Norris, Lee | | | | | | | | | | | |
| | 1 7 | STARR, RINGO | 1,000.00 | | | | | | | | | | |
| | | | + 150.00 | | | | | | | | | | |

However, if it be will over the course of the remaining payrolls then we suggest another way. Again, you should start this before opening the pay grid, that way the new rate will show through on the pay grid. Otherwise, see above method. In the employee's screen under Rates & Salaries -> Dollar Amounts select "Add New".

| Flat Amount Name | Amount | Effective Date | End Date | Primary |
|------------------|------------|----------------|----------|-----------|
| SALES | \$1,000.00 | 5/1/2008 | | Yes |
| | | | | + Add New |

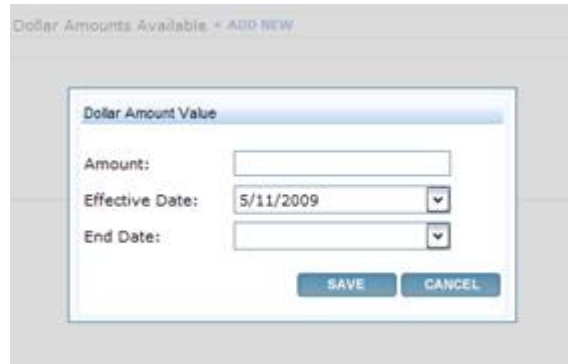
We called it "Adjustment Salary" for the demo company and selected "Other" earning code. Do not mark as primary. Hit Save. *Note: If you want to use a new earnings code please call your payroll representative.*

Name: Adjustment Salary
Earning: OTHER
Primary:

SAVE

No Flat Dollar Amounts Available + ADD NEW

Select "Add New" and input the amount. Make sure the effective date is within the pay period. Input an end date that is within the last pay period you want this flat rate to be effective. The future end date saves you from having to remember to end the salary at the end of the year. Hit Save.



Dollar Amounts Available - ADD NEW

Dollar Amount Value

Amount:

Effective Date: 5/11/2009

End Date:

SAVE CANCEL