# MANUAL PAYS 3 - SPECIAL PAYS (6XX)

## SCREEN ID: HTMSP

**ATTACH TO FORM PR-10.1 (HTM00)**

| COMPANY NUMBER | EMPLOYEE NUMBER | T C D | PAGE NUMBER |
|---|---|---|---|
| 0 0 | – | | |

**EMPLOYEE NAME (FOR REFERENCE ONLY)**

**BALANCE ON SCREEN HTMCK WHEN ENTRY IS COMPLETE**

| PAY # | HOURS | SPL PAY AMT (1) | F | DPT/SEC DIV/OF | LABOR CODE FR-DATE | TO-DATE | ST/LOC NON-TAXABLE | PI | ADJ (2) |
|---|---|---|---|---|---|---|---|---|---|
| | . | . | | | | | . | | |
| | . | . | | | | | . | | |
| | . | . | | | | | . | | |
| | . | . | | | | | . | | |
| | . | . | | | | | . | | |
| | . | . | | | | | . | | |

**(1) SP (Special Pay) Hours**
Enter special pay hours - 2 decimal place
Only used for special pays that allow hours

**(2) Acceptabiles Values:**

| | |
|---|---|
| BLANK, + | Positive Adjustment |
| - | Negative Adjustment |
| P | Positive Adjustment - Will be reflected in the employee'e next earnings notice<br>Will increase appropriate fields in employee's masterfile. |
| M | Negative Adjustment - Will be reflected in the employee's next earnings notice<br>Will decrease appropriate fields in employee's masterfile. |

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

Authorized Signature _____ Date _____ Keyed By _____ Date _____

Form PR-10.3
Rev 08/14