

# EMPLOYEE SPECIAL PAY ADJUSTMENT

SCREEN ID: HTPSA

EMPLOYEE NAME (For Reference Only)

COMPANY --> 1 0 0 X X

EMPLOYEE NO --> 0 1 8 7 9 4 2 5 5 0 - 0

PAGE NUMBER --> 0 0 0 0 1

Joseph Reid

TRN	CHECK NUMBER	CHECK DATE	PERIOD BEGIN DATE	PERIOD END DATE	REAS	TU	NET	PA RES	(1)	(2)
5 0 3	1 0 0 1 2 5 5 5 X X	0 7 0 1 2 0 X X	0 5 1 0 2 0 X X	0 5 2 4 2 0 X X					+	Y
									-	Y

TRN	ST/LOC	DPT DIV	(3) O T	(4) S H	DATE FROM TO	(5) HOURS	(6) SALARY / AMOUNT	SU ST	(1)	(2)
4 0 0							8 7 0 0 0		+	Y
									-	Y

LABOR DIST CODE -->

TRN	PA SW	ST/LOC	FIT OASDI	SIT HI	LOCAL DI	GROSS OTHER	(1)	(2)
5 0 0							+	Y

TRN	SP NO	ST/LOC	DPT SEC	P I	SU ST	DATE FROM TO	(7) SPECIAL PAY HOURS	(8) SPECIAL PAY AMOUNT	NON-TAXABLE	(1)	(2)
6 X X	0 6 2							2 2 0 0 0		+	Y
										+	Y

LABOR DIST CODE -->

TAXES	+	NET	=	TOTAL PAYS	=	GROSS
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SHADED AREAS NOT USED FOR INPUT AT THIS TIME

- |   |  |   |  |
|---|--|---|--|
| <p><b>(1) Adjustment Indicator</b><br/>                 Blank, - Positive Adjustment (Non-Paid)<br/>                 - Negative Adjustment (Non-Paid)<br/>                 P Positive Update in Current Pay (Paid)<br/>                 M Negative Update in Current Pay (Paid)</p> | <p><b>(3) OT (Overtime) Code</b><br/>                 Blank, 0 Not Overtime<br/>                 1 OT1<br/>                 2 OT2</p>  | <p><b>(5) Hours</b><br/>                 Number of regular hours to update - 2 decimal<br/>                 If a 2 or 3 in the SH field - updates shift hours only</p>            | <p><b>(7) SP (Special Pay) Hours</b><br/>                 Enter special pay hours - 2 decimal place<br/>                 Only used for special pays that allow hours</p> |
| <p><b>(2) YQ Indicator</b><br/>                 Blank Adjust Year, Quarter, and Month Fields<br/>                 Y Adjust Year fields only<br/>                 Q Adjust Year and Quarter fields only<br/>                 C Adjust Year and Prior Quarter fields only</p>         | <p><b>(4) SH (Shift) Code</b><br/>                 0 or 1 None<br/>                 2 Second Shift (pays Regular even if non-auto)<br/>                 3 Third Shift (pays Regular even if non-auto)<br/>                 4 Second Shift (no Regular pay if non-auto)<br/>                 5 Third Shift (no Regular pay if non-auto)</p> | <p><b>(6) Salary/Amount</b><br/>                 Amount or Salary to be updated - enter as 2 decimal<br/>                 If a 2 or 3 in the SH field - updates shift amounts</p> | <p><b>(8) Special Pay Amount</b><br/>                 Enter special pay amount - 2 decimal place</p>   |

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Keyed By \_\_\_\_\_ Date \_\_\_\_\_

Form PR-6  
Rev 08/14

# DEDUCTION REFUND / ADJUSTMENT

SCREEN ID: HTODA

EMPLOYEE NAME ( FOR REFERENCE ONLY)

Phillip Randall

Company --> 1 0 0 X X

Employee Number --> 0 1 3 2 5 6 8 7 4 0 - 0

Page Number --> 0 0 0 0 1

TRN	CHECK NUMBER MISC AMT 1	CHECK DATE	PERIOD BEGIN DATE	PERIOD END DATE	REAS	TU	NET PAY	PA RES	(1)	(2)
5 0 3	0 9 3 0 9 3 2 3 X X	0 9 3 0 2 0 X X	0 8 2 5 2 0 X X	0 9 0 9 2 0 X X			6 7 5 0		+	Y
									P	Y

TRN	PA SW	ST/LOC	FIT OASDI	SIT HI	LOCAL DI	OTHER	GROSS	(1)	(2)
5 0 0								+	Y

VOLUNTARY DEDUCTIONS										
TRN	DED NO	AMOUNT	DED NO	AMOUNT	DED NO	AMOUNT	DED NO	AMOUNT	(1)	(2)
5 5 0	0 2 8	6 7 5 0							+	Y
									M	Y

TRN	DED NO	AMOUNT	+	Y						
5 5 0										

DEDUCTIONS	+	TAXES	+	NET	=	TOTAL PAYS	=	GROSS
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SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

**(1) Adjustment Indicator**

- Blank, + Positive Adjustment (Non-Paid)
- Negative Adjustment (Non-Paid)
- P Positive Update in Current Pay (Paid)
- M Negative Update in Current Pay (Paid)

**(2) YQ Indicator**

- Blank Adjust Year, Quarter, and Month Fields
- Y Adjust Year fields only
- Q Adjust Year and Quarter fields only
- C Adjust Year and Prior Quarter fields only

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keyed By

\_\_\_\_\_  
Date

Form PR-7  
Rev 08/14

# DEDUCTION REFUND / ADJUSTMENT

SCREEN ID: HTODA

EMPLOYEE NAME ( FOR REFERENCE ONLY)

Sally Strider

Company --> 1 0 0 X X

Employee Number --> 0 1 6 8 8 7 3 2 6 0 - 0

Page Number --> 0 0 0 0 1

TRN	CHECK NUMBER MISC AMT 1	CHECK DATE	PERIOD BEGIN DATE	PERIOD END DATE	REAS	TU	NET PAY	PA RES	(1)	(2)
5 0 3	0 3 3 1 9 3 0 9 X X	0 3 3 1 2 0 X X	0 2 2 5 2 0 X X	0 3 0 9 2 0 X X			9 2 5 0		+	Y
									P	Y

TAX WITHHELD										(1)	(2)	
TRN	PA SW	ST/LOC	FIT OASDI	SIT HI	LOCAL DI	OTHER	GROSS					
5 0 0											+	Y

VOLUNTARY DEDUCTIONS										(1)	(2)	
TRN	DED NO	AMOUNT	DED NO	AMOUNT	DED NO	AMOUNT	DED NO	AMOUNT				
5 5 0	0 2 4	9 2 5 0	0 2 6	1 8 6 5 0							+	Y
											M	Y

TRN	DED NO	AMOUNT	+	Y						
5 5 0										

DEDUCTIONS	+	TAXES	+	NET	=	TOTAL PAYS	=	GROSS
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Authorized Signature

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\_\_\_\_\_  
Date

Form PR-7  
Rev 08/14

# DEDUCTION REFUND / ADJUSTMENT

SCREEN ID: HTODA

EMPLOYEE NAME ( FOR REFERENCE ONLY)

Company --> 1 0 0 X X

Employee Number --> 0 1 0 4 6 2 8 4 2 0 - 0

Page Number --> 0 0 0 0 1

Alfred Nelson

TRN	CHECK NUMBER MISC AMT 1	CHECK DATE	PERIOD BEGIN DATE	PERIOD END DATE	REAS	TU	NET PAY	PA RES	(1)	(2)
5 0 3	0 9 3 0 9 3 2 3 X X	0 9 3 0 2 0 X X	0 8 2 5 2 0 X X	0 9 0 9 2 0 X X			6 7 5 0		+	Y
									+	Y

TAX WITHHELD										(1)	(2)	
TRN	PA SW	ST/LOC	FIT OASDI	SIT HI	LOCAL DI	OTHER	GROSS				+ <th style="text-align: center;">Y </th>	Y
5 0 0												

VOLUNTARY DEDUCTIONS										(1)	(2)	
TRN	DED NO	AMOUNT	DED NO	AMOUNT	DED NO	AMOUNT	DED NO	AMOUNT	DED NO	AMOUNT	+ <th style="text-align: center;">Y</th>	Y
5 5 0	0 2 8	6 7 5 0									-	Y

TRN	DED NO	AMOUNT	+ <th style="text-align: center;">Y</th>	Y								
5 5 0												

DEDUCTIONS	+	TAXES	+	NET	=	TOTAL PAYS	=	GROSS
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- C Adjust Year and Prior Quarter fields only

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keyed By

\_\_\_\_\_  
Date

Form PR-7  
Rev 08/14

# DEDUCTION REFUND / ADJUSTMENT

SCREEN ID: HTODA

EMPLOYEE NAME ( FOR REFERENCE ONLY)

Wayne White

Company --> 1 0 0 X X

Employee Number --> 0 1 0 0 0 6 2 5 0 0 - 0

Page Number --> 0 0 0 0 1

TRN	CHECK NUMBER MISC AMT 1	CHECK DATE	PERIOD BEGIN DATE	PERIOD END DATE	REAS	TU	NET PAY	PA RES	(1)	(2)
5 0 3	1 0 0 1 2 2 4 4 X X	0 8 1 6 2 0 X X	0 6 2 5 2 0 X X	0 7 0 9 2 0 X X			2 0 0 0 0		+	Y
									+	Y

TAX WITHHELD										(1)	(2)		
TRN	PA SW	ST/LOC	FIT OASDI	SIT HI	LOCAL DI	OTHER	GROSS						
5 0 0												+	Y

VOLUNTARY DEDUCTIONS										(1)	(2)
TRN	DED NO	AMOUNT	DED NO	AMOUNT	DED NO	AMOUNT	DED NO	AMOUNT			
5 5 0	0 3 8	2 0 0 0 0								-	Y

TRN	DED NO	AMOUNT	+	Y						
5 5 0										

DEDUCTIONS	+	TAXES	+	NET	=	TOTAL PAYS	=	GROSS
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- Negative Adjustment (Non-Paid)
- P Positive Update in Current Pay (Paid)
- M Negative Update in Current Pay (Paid)

**(2) YQ Indicator**

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- Y Adjust Year fields only
- Q Adjust Year and Quarter fields only
- C Adjust Year and Prior Quarter fields only

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keyed By

\_\_\_\_\_  
Date

Form PR-7  
Rev 08/14

**TAX REFUND / ADJUSTMENT**  
SCREEN ID: HTQTA

EMPLOYEE NAME ( FOR REFERENCE ONLY)

Company --> 1 0 0 X X

Employee Number --> 0 1 0 3 2 4 8 6 7 0 - 0

Page Number --> 0 0 0 0 1

Roger Moore

TRN	CHECK NUMBER	CHECK DATE	PERIOD BEGIN DATE	PERIOD END DATE	REAS	TU	NET PAY	PA RES	(1)	(2)
5 0 3	MISC AMT 1 0 9 3 0 9 3 4 5 X X	0 9 3 0 2 0 X X	0 8 2 5 2 0 X X	0 9 0 9 2 0 X X			1 9 5 0		+	Y
									P	Y

TAX WITHHELD												
TRN	PA SW	ST/LOC	FIT	OASDI	SIT	HI	LOCAL	DI	OTHER	GROSS	(1)	(2)
5 0 0				1 2 5 0		7 0 0					+	Y
											M	Y

TRN	PA SW	ST/LOC	FIT	OASDI	SIT	HI	LOCAL	DI	OTHER	GROSS	(1)	(2)
5 0 0											+	Y

TAXES	+	NET	=	TOTAL PAYS	=	GROSS

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

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- P Positive Update in Current Pay (Paid)
- M Negative Update in Current Pay (Paid)

**(2) YQ Indicator**

- Blank Adjust Year, Quarter, and Month Fields
- Y Adjust Year fields only
- Q Adjust Year and Quarter fields only
- C Adjust Year and Prior Quarter fields only

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Keyed By \_\_\_\_\_

Date \_\_\_\_\_

Form PR-8  
Rev 8/14

**TAX REFUND / ADJUSTMENT  
SCREEN ID: HTQTA**

EMPLOYEE NAME ( FOR REFERENCE ONLY)

Company --> 1 0 0 X X

Employee Number --> 0 1 7 5 1 6 2 4 5 0 - 0

Page Number --> 0 0 0 0 1

Allison Wilson

TRN	CHECK NUMBER	CHECK DATE	PERIOD BEGIN DATE	PERIOD END DATE	REAS	TU	NET PAY	PA RES	(1)	(2)
5 0 3	MISC AMT 1 1 0 0 1 2 0 7 2 X X	0 8 1 6 2 0 X X	0 7 1 0 2 0 X X	0 7 2 4 2 0 X X			1 0 0 0 0		+	Y
									P	Y

----- TAX WITHHELD -----												
TRN	PA SW	ST/LOC	FIT	OASDI	SIT	HI	LOCAL	DI	OTHER	GROSS	(1)	(2)
5 0 0						1 0 0 0 0					+	Y
											M	Y

TRN	PA SW	ST/LOC	FIT	OASDI	SIT	HI	LOCAL	DI	OTHER	GROSS	(1)	(2)
5 0 0											+	Y

TAXES	+	NET	=	TOTAL PAYS	=	GROSS

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

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- C Adjust Year and Prior Quarter fields only

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keyed By

\_\_\_\_\_  
Date

Form PR-8  
Rev 8/14

**TAX REFUND / ADJUSTMENT  
SCREEN ID: HTQTA**

EMPLOYEE NAME ( FOR REFERENCE ONLY)

Company --> 1 0 0 X X

Employee Number --> 0 1 5 6 3 9 7 2 5 0 - 0

Page Number --> 0 0 0 0 1

Jane Thompson

TRN	CHECK NUMBER	CHECK DATE	PERIOD BEGIN DATE	PERIOD END DATE	REAS	TU	NET PAY	PA RES	(1)	(2)
5 0 3	MISC AMT 1 1 0 0 1 2 1 1 1 X X	0 7 1 6 2 0 X X	0 6 1 0 2 0 X X	0 6 2 4 2 0 X X			1 0 0 0 0		+	Y
									+	Y

----- TAX WITHHELD -----												
TRN	PA SW	ST/LOC	FIT	OASDI	SIT	HI	LOCAL	DI	OTHER	GROSS	(1)	(2)
5 0 0						1 0 0 0 0					+	Y
											-	Y

TRN	PA SW	ST/LOC	FIT	OASDI	SIT	HI	LOCAL	DI	OTHER	GROSS	(1)	(2)
5 0 0											+	Y

TAXES	+	NET	=	TOTAL PAYS	=	GROSS

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

**(1) Adjustment Indicator**

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- Negative Adjustment (Non-Paid)
- P Positive Update in Current Pay (Paid)
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\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keyed By

\_\_\_\_\_  
Date

Form PR-8  
Rev 8/14







# MANUAL PAYS 4 - TAXES AND DEDUCTIONS

SCREEN ID: HTMTD

ATTACH TO FORM PR-10.1 (HTM00)

COMPANY NUMBER				
1	0	0	X	X

EMPLOYEE NUMBER									
0	1	1	0	0	5	6	0	5	0

T
C
D
0

PAGE NUMBER				
0	0	0	0	1

EMPLOYEE NAME (FOR REFERENCE ONLY)
David Namesmith

BALANCE ON SCREEN HTMCK WHEN ENTRY IS COMPLETE

### TAXES (500)

PA SW	ST / LOC	FIT SIT						OASDI LOCAL						HI DI						OTHER GROSS (2)						(1) ADJ								
						3	0	0	.	5	9					1	2	4	.	1	8													
						9	1	.	5	0																								
									.											.														
									.											.														
									.											.														

### DEDUCTIONS (550)

DED NO	DED AMOUNT	DED NO	DED AMOUNT	DED NO	DED AMOUNT	DED NO	DED AMOUNT	DED NO	DED AMOUNT	(1) ADJ
0 1 2	1 5 . 4 4	0 2 4	8 3 . 0 0	0 2 6	3 4 3 . 0 0	1 1 5	2 . 0 9			-
		1 1 6	4 4 . 4 3	1 2 0	5 . 8 4	1 2 7	1 0 4 . 3 0			
1 3 6	2 0 . 8 6									-

(1) ACCEPTABLE VALUES:  
 BLANK,+ Positive Adjustment  
 - Negative Adjustment

P Positive Adjustment - Will be reflected in the employee's next earnings notice  
 Will increase appropriate fields in employee's masterfile.  
 M Negative Adjustment - Will be reflected in the employee's next earnings notice  
 Will decrease appropriate fields in employee's masterfile.

(2) GROSS  
 This is a calculated field updated automatically by CIPPS.

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Keyed By

\_\_\_\_\_  
 Date

Form PR-10.4  
Rev 08/14