EMPLOYEE SPECIAL PAY ADJUSTMENT

SCREEN ID: HTPSA

EMPLOYEE NAME (For Reference Only)

COMPANY --> `0` `0` ☐ ☐   EMPLOYEE NO --> ☐☐☐☐☐☐☐☐☐ – ☐☐   PAGE NUMBER --> ☐☐☐☐

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

TRN	ST/LOC	DPT DIV	(3) OT	(4) SH	DATE FROM — TO	(5) HOURS	(6) SALARY / AMOUNT	SU ST	(1) +	(2) Y
4 0 0	F -->						LABOR DIST CODE --->			
4 0 0	F -->						LABOR DIST CODE --->			

------------------ **TAX WITHHELD** ------------------

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

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) Y
6 X X		F -->						LABOR DIST CODE --->			
6 X X		F -->						LABOR DIST CODE --->			

TAXES	+	NET	=	TOTAL PAYS	=	GROSS

SHADED AREAS 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

(3) OT (Overtime) Code
Blank, 0 Not Overtime
1 OT1
2 OT2

(4) SH (Shift) Code
0 or 1 None
2 Second Shift (pays Regular even if non-auto)
3 Third Shift (pays Regular even if non-auto)
4 Second Shift (no Regular pay if non-auto)
5 Third Shift (no Regular pay if non-auto)

(5) Hours
Number of regular hours to update - 2 decimal
If a 2 or 3 in the SH field - updates shift hours only

(6) Salary/Amount
Amount or Salary to be updated - enter as 2 decimal
If a 2 or 3 in the SH field - updates shift amounts

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

(8) Special Pay Amount
Enter special pay amount - 2 decimal place

_____   _____
Authorized Signature   Date

_____   _____
Keyed By   Date

Form PR-6
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