**Employee Special Pay Adjustment**

**Screen ID:** HTPSA

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>0 0</th>
<th>EMPLOYEE NO</th>
<th>XXXX</th>
<th>PAGE NUMBER</th>
<th>XXXX</th>
</tr>
</thead>
</table>

| TRN | 5 0 3 | CHECK NUMBER | | CHECK DATE | | PERIOD BEGIN DATE | | PERIOD END DATE | | REAS | | TU | | NET | | PA RES |
|-----|-------|-------------|----|------------|-----|-----------------|-----|---------------|-----|-----|-----|---|-------|
| 4 0 0 | | | | | | | | | | | | | | |

| TRN | 4 0 0 | ST/LOC | | DPT | | DIV | | O | | T | | S | | M | | FROM | TO |
|-----|-------|--------|----|-----|-----|----|---|---|---|---|---|---|---|-----|-----|
| 4 0 0 | | | | | | | | | | | | | | | |

| TRN | 5 0 0 | PA | | SW | | ST/LOC | | FIT | | OASDI | | SIT | | HT | | LOCAL | | GROSS | |
|-----|-------|-----|---|-----|------|------|---|----|---|---|---|---|---|-----|-----|-----|-----|
| 6 X X | | | | | | | | | | | | | | | |

| TRN | 6 X X | SP | | NO | | ST/LOC | | DPT | | SEC | | F | | I | | SU | | ST | | FROM | TO |
|-----|-------|----|---|-----|------|------|---|----|---|---|---|---|---|---|---|-----|-----|
| 6 X X | | | | | | | | | | | | | | | | |

<table>
<thead>
<tr>
<th>TAXES</th>
<th>NET</th>
<th>TOTAL PAYS</th>
<th>GROSS</th>
</tr>
</thead>
</table>

**Shaded Areas Not Used for Input at This Time**

(1) Adjustment Indicator
- Blank, Positive Adjustment (Non-Paid)
- Positive Update in Current Pay (Paid)
- Negative Adjustment (Non-Paid)
- Negative Update in Current Pay (Paid)

(2) YQ Indicator
- Blank, Adjust Year, Quarter, and Month Fields
- Adjust Year fields only
- Adjust Year and Quarter fields only
- 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**

**Rev 08/14**