

EMPLOYEE SPECIAL PAY ADJUSTMENT

SCREEN ID: HTPSA

EMPLOYEE NAME (For Reference Only)

COMPANY --> EMPLOYEE NO --> - PAGE NUMBER -->

| TRN | CHECK NUMBER | CHECK DATE | PERIOD BEGIN DATE | PERIOD END DATE | REAS | TU | NET | PA RES | (1) | (2) |
|-----|--------------|------------|-------------------|-----------------|------|----|-----|--------|-----|-----|
| 503 | | | | | | | | | + | Y |

| TRN | ST/LOC | DPT DIV | (3) OT | (4) SH | DATE FROM TO | (5) HOURS | (6) SALARY / AMOUNT | SU ST | (1) | (2) |
|---------------------|--------|---------|--------|--------|--------------|-----------|---------------------|-------|-----|-----|
| 400 | | | | | | | | | + | Y |
| LABOR DIST CODE --> | | | | | | | | | | |
| 400 | | | | | | | | | | |
| LABOR DIST CODE --> | | | | | | | | | | |

----- TAX WITHHELD -----

| TRN | PA SW | ST/LOC | FIT OASDI | SIT HI | LOCAL DI | GROSS OTHER | (1) | (2) |
|-----|-------|--------|-----------|--------|----------|-------------|-----|-----|
| 500 | | | | | | | + | 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) |
|---------------------|-------|--------|---------|-----|-------|--------------|-----------------------|------------------------|-------------|-----|-----|
| 6XX | | | | | | | | | | + | Y |
| LABOR DIST CODE --> | | | | | | | | | | | |
| 6XX | | | | | | | | | | | |
| LABOR DIST CODE --> | | | | | | | | | | | |

| | | | | | | |
|-------|---|-----|---|------------|---|-------|
| TAXES | + | NET | = | TOTAL PAYS | = | GROSS |
|-------|---|-----|---|------------|---|-------|

SHADED AREAS NOT USED FOR INPUT AT THIS TIME

- | | | | |
|---|--|---|--|
| <p>(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)</p> | <p>(3) OT (Overtime) Code Blank, 0 Not Overtime 1 OT1 2 OT2</p> | <p>(5) Hours Number of regular hours to update - 2 decimal If a 2 or 3 in the SH field - updates shift hours only</p> | <p>(7) SP (Special Pay) Hours Enter special pay hours - 2 decimal place Only used for special pays that allow hours</p> |
| <p>(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</p> | <p>(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)</p> | <p>(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</p> | <p>(8) Special Pay Amount Enter special pay amount - 2 decimal place</p> |

Authorized Signature _____ Date _____ Keyed By _____ Date _____