

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	EMPLOYEE NAME (FOR REFERENCE ONLY)	BALANCE ON SCREEN HTMCK WHEN ENTRY IS COMPLETE
0 0		-			

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

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

(2) **Acceptables 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.

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

Authorized Signature

Date

Keyed By

Date

Form PR-10.3
Rev 08/14