



Payroll Adjustments

Overview: This job aid explains how a **Manager** can adjust employee hours or paid time off (sick leave, vacation pay, personal or statutory holiday) for previous pay periods. If a rate change is required that should have been applied on a past date, the **Employee Administrator** can make this change in UltiPro using the past effective date.

Scenario	Priority	Action by Manager
Adjustment needed in last pay period	Immediate correction and payment required.	Contact Payroll for off-cycle payment.
Adjustment needed in last pay period	Employee can wait until next pay period.	Adjust Timesheet in UltiPro.
Adjustment needed prior to last pay period	Not Applicable	The pay period is locked and no further changes available. Contact Payroll for payment.

Adjustments to past dates may be made in a time sheet provided the date falls within the previous prior pay period. Time sheets for earlier pay periods are permanently locked. To request a change to an earlier time period, contact Payroll, making sure to include the details below. All changes, whether done via the time sheet or through Payroll will be reflected in the following pay statement.

- **Employee Number:**
- **Employee Name:**
- **Adjustment Type:**
- **Date(s) Requiring Adjustment:**
- **Specific Hours to Adjust:**

Important Note! If an adjustment request has already been made to Payroll, do not also adjust the time sheet in UltiPro. Doing so risks the possibility of the person being paid the correction twice.

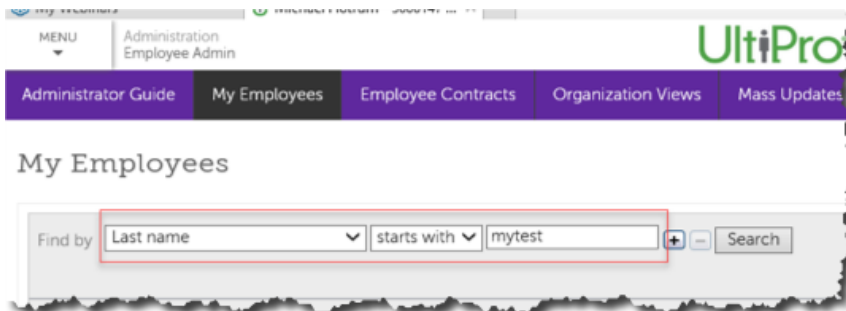
Retroactive Pay Rate Adjustments

If a previous rate change was not recorded on an employee record, the Employee Administrator can make this adjustment to the employee record using the past effective date by following the steps below. UltiPro will calculate the monies owing to the employee and will add it to the next pay cycle.

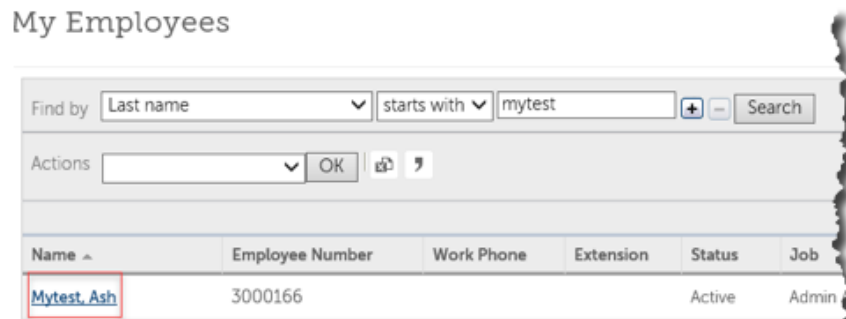
1. Click **Menu**, then select **My Employees** from the **Administration** tab.



2. Locate the employee name by using the criteria listed in the **Find by** drop down list then click **Search**.



3. From the resulting list, click the employee name to open the record.





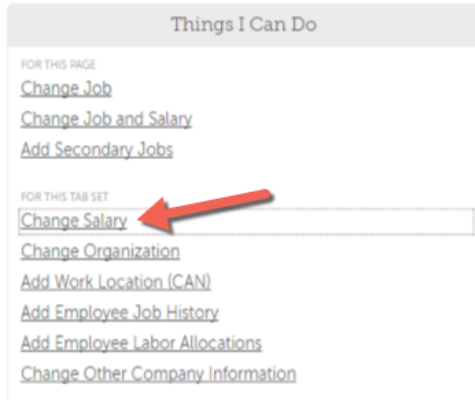
Giving Hope Today



4. Select the **Jobs** tab.

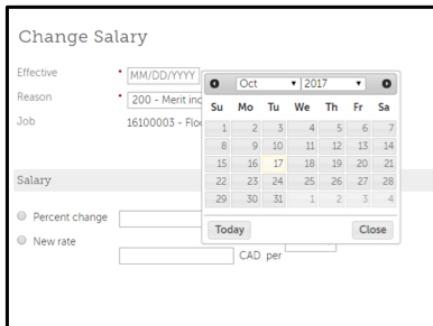


5. Under the heading *Things I Can Do*, select **Change Salary**.

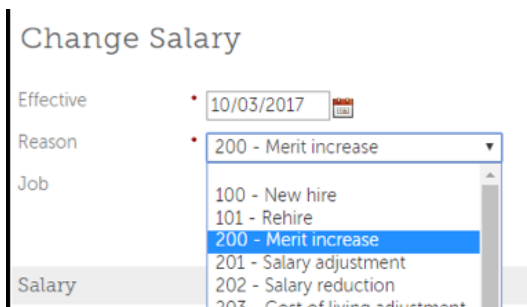


6. To make the necessary adjustments, complete the following fields:

Effective Date: use the calendar feature to select the effective date of the rate change.



Reason: use the drop-down menu to select an appropriate reason for the rate change.





Salary: change the salary using either the **Percent change** button or the **New rate** button and select the rate type from the **per** drop down menu (hour, period, week or year).

Change Salary

Effective: 10/03/2017
Reason: 200 - Merit increase
Job: 16100003 - Floor Counsellor

Salary

Percent change: 20%
 New rate: [] CAD per []

7. Click **Save**.

Change Salary

Effective: 10/03/2017
Reason: 200 - Merit increase
Job: 16100003 - Floor Counsellor

Pay group: TSAL - Test Salary
Pay frequency: B - Biweekly
Scheduled hours: 80.0000
Pay currency: Canadian Dollar (CAD)

Salary

Percent change: 20%
 New rate: [] CAD per []

	Current	New
Hourly	\$25,755.00	\$30,906.00
Weekly	\$1,030.20	\$1,236.24
Period	\$2,060.40	\$2,472.48
Annual	\$53,570.40	\$64,284.48
Percent change	0.00 %	20.00 %

Other Rates

Tip! If a change needs to be made to both job and salary or scheduled hours and salary, select the option **'Change Job and Salary'**. This ensures that the system will process both changes simultaneously.