

## UltiPro Job Aid – Eadmin Manager -Payroll Adjustments

This job aid explains how **managers** can adjust employees past records for hours, rates, or paid time off (sick leave, vacation pay, personal or statutory holiday). If a rate change is needed that should have been applied in the past, an **employee admin** will have to make the changes in UltiPro with the past effective date.

Scenario	Priority	Action by Manager
If adjustment needed in <b>last</b> pay period	Immediately/ Correction / Payment required	Contact Payroll – they will process an off cycle payment
If adjustment needed in <b>last</b> pay period	Employee can wait until next pay period	Adjust Timesheet in UltiPro
If adjustment needed in a pay period <b>prior</b> to last	Not Applicable	The pay period is locked and Managers cannot make changes, They will have to contact Payroll.

If managers want to make any modifications to the pay week they can go back **only one pay period** to make the adjustments. Timesheets for earlier pay periods will be locked. If an adjustment is needed previous to the last pay period, the manager will need to request that Payroll make the necessary changes.

To request an adjustment from Payroll include the following information.

**Employee id#:**

**Employee Name:**

**Adjustment Type:**

**Adjustment PP Dates:**

**Specific Hours:**

**Caution:** If you are requesting an adjustment from Payroll **do not** enter the hours/adjustment in UltiPro Time and Attendance (regardless of the effective date). Doing so risks the possibility that the person may be paid the correction twice.

## A. Making Adjustments After First Pay Period Has Passed

Below is a detailed example for managers on what to do if the **first pay period** has passed and they need to make an adjustment.

**Example:** Jane realized the problem 1 week after the pay period.

Jane had requested a sick day on Sept 7th and Sept 8th. John approved the sick day verbally but forgot to make the changes in the UltiPro system before the time approval cutoff date (Monday after end of pay period). **One week** later Jane realized that she was not paid for the time she was sick.

Jane asked her manager John why her pay statement did not reflect the sick day. John replied, "I forgot to make the adjustments and will make the necessary changes now and your pay statement will reflect the sick day's payment in the following pay cycle." John makes the updates in UltiPro and Jane receives the adjustment in her next pay.

## B. Making Adjustments After More Than One Pay Period Has Passed

Below is a detailed example for managers on what to do if **more than** one pay period is passed and they need to make an adjustment.

**Example:** Jane realized a pay discrepancy 4 weeks later.

Jane had requested a Vacation pay on Sept 18 and Sept 19. John approved her vacation pay verbally but forgot to make the changes in the UltiPro system. **Four weeks** later Jane realized that her vacation bank was not updated.

Jane asked her manager John why her pay statement does not reflect the vacation pay. John replied, "I forgot to make the adjustments and will request Payroll to make necessary changes to your account." John emails Payroll with the following information."

**Employee #:**

**Employee Name:**

**Adjustment Type:**

**Adjustment PP Dates:**

**Specific Hours:**

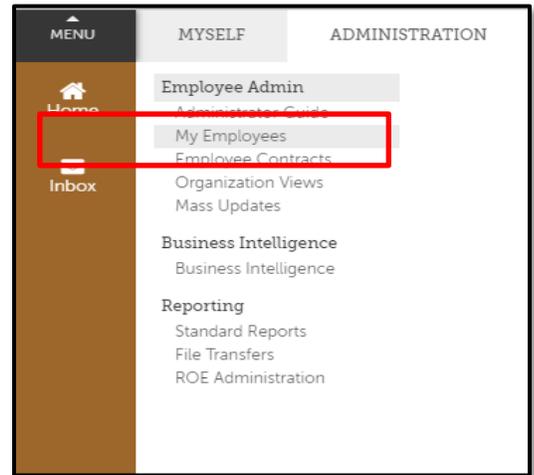
Jane's account will reflect the vacation pay in the following pay cycle.

## C. Retroactive Pay Rate Adjustments

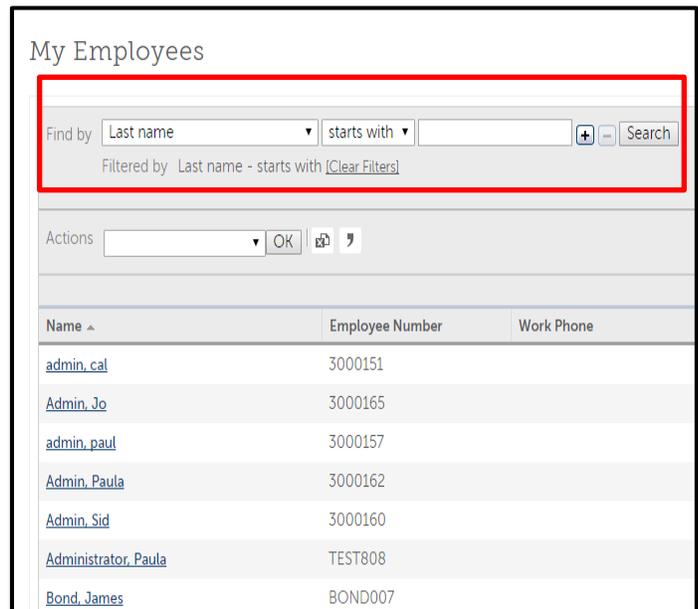
If a rate change is needed that should have been applied in the past, employee admin will have to make the changes in UltiPro with the past effective date.

UltiPro will calculate money owing and add it to the next pay cycle.

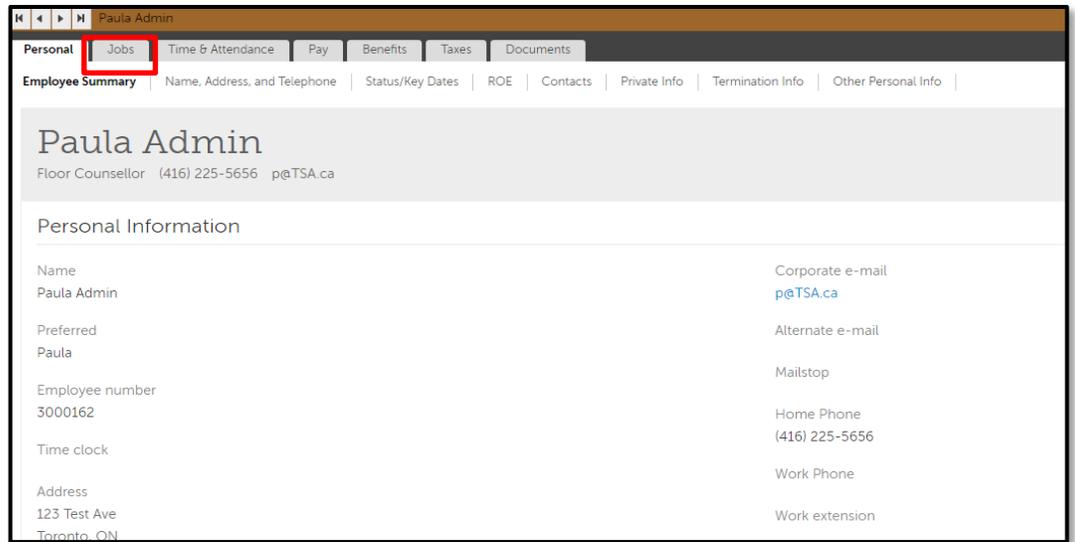
1. Log in to **UltiPro**.
2. Click **Menu > Administration > My Employees**.



3. Search for the desired employee by name.  
Click **Search**.



4. Click **Jobs**.

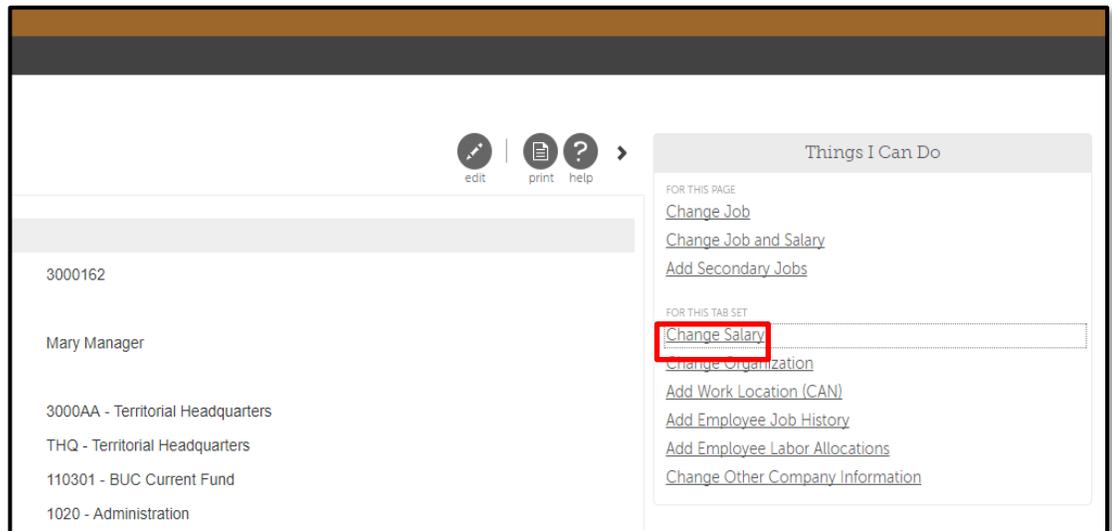


Paula Admin  
Floor Counsellor (416) 225-5656 p@TSA.ca

Personal Information

Name	Paula Admin	Corporate e-mail	p@TSA.ca
Preferred	Paula	Alternate e-mail	
Employee number	3000162	Mailstop	
Time clock		Home Phone	(416) 225-5656
Address	123 Test Ave Toronto, ON	Work Phone	
		Work extension	

5. On the right hand, side Click **Change Salary**.



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3000162

Mary Manager

3000AA - Territorial Headquarters  
THQ - Territorial Headquarters  
110301 - BUC Current Fund  
1020 - Administration

Things I Can Do

FOR THIS PAGE

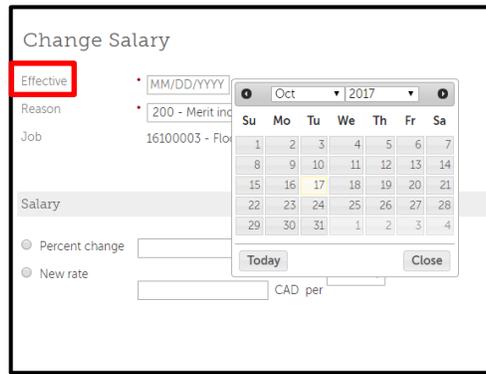
- [Change Job](#)
- [Change Job and Salary](#)
- [Add Secondary Jobs](#)

FOR THIS TAB SET

- [Change Salary](#)
- [Change Organization](#)
- [Add Work Location \(CAN\)](#)
- [Add Employee Job History](#)
- [Add Employee Labor Allocations](#)
- [Change Other Company Information](#)

## Make necessary adjustments

6. Select **Effective date**.



Change Salary

Effective: MM/DD/YYYY (Oct 2017)

Reason: 200 - Merit inc

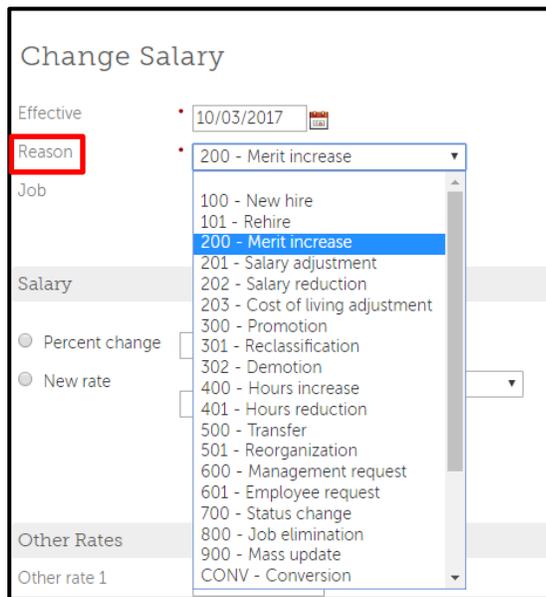
Job: 16100003 - Flo

Salary

Percent change:

New rate:  CAD per

7. Select **Reason** for change.



Change Salary

Effective: 10/03/2017

Reason: 200 - Merit increase

Job: 100 - New hire  
101 - Rehire  
200 - Merit increase  
201 - Salary adjustment  
202 - Salary reduction  
203 - Cost of living adjustment  
300 - Promotion  
301 - Reclassification  
302 - Demotion  
400 - Hours increase  
401 - Hours reduction  
500 - Transfer  
501 - Reorganization  
600 - Management request  
601 - Employee request  
700 - Status change  
800 - Job elimination  
900 - Mass update  
CONV - Conversion

Salary

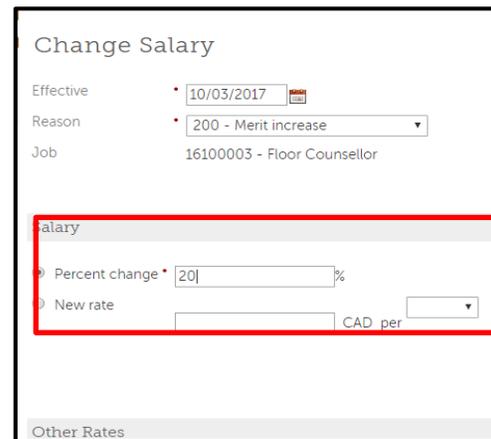
Percent change:

New rate:

Other Rates

Other rate 1:

8. Click Percent change, type in percentage; or click on new rate, type in rate, and select. Indicate if rate by 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

Other Rates

9. 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)

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Salary

Percent change 20  %

New rate  CAD per

	Current	New
Hourly	\$25.7550	\$30.9060
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 %

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Other Rates