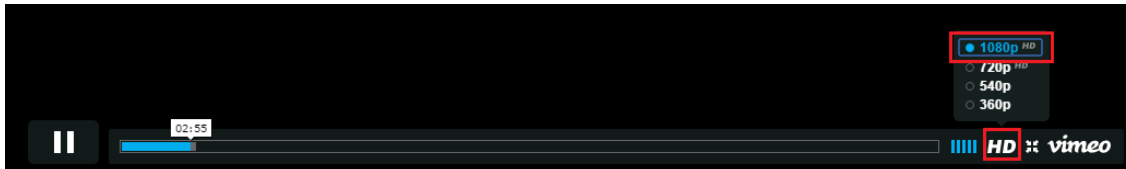


# Enterprise - One-Time Adjustments and Overrides

Last Modified on 06/02/2020 2:37 pm CDT

[One-time Adjustments and Adjustment Overrides](#) from TempWorks Software on Vimeo.

For best viewing quality, expand the *HD* option, and select 1080p:



One-time adjustments allow an employee/customer to be paid/billed for one-time adjustments such as transportation reimbursement, mileage, parking, uniform costs, drug tests, per diem, etc... These include any non-taxable adjustments. One-time adjustments will be entered each time the employee/customer is paid/billed.

One-time overrides allow ongoing adjustments to be modified on a one-time basis. Ongoing adjustments include garnishments, health insurance deductions, etc.

**\*Note\*** One-time adjustments do not include items such as Bonuses, Holiday pay, etc. For more information on how to denote these options, check out [Enterprise - Unit Pay Transactions](#).

## This Article Covers:

1. [One-Time Adjustments](#)
2. [Example Adjustment Types](#)
3. [Order & Assignment Adjustments](#)
4. [Override Employee Adjustments](#)

## One-Time Adjustments

One-time adjustments are added from the pay/bill, time entry dashboard of Enterprise. Double click a transaction to open the detailed timecard - or - click to highlight the transaction and click the open detailed timecard button:

Drag a column header here to group by that column.

	Customer	Name	Department	Pay Co...	RT Hrs	OT Hrs	Pay	Bill
	Juice yum	Abootorabi, Debo...	Warehouse	Reg	0	0	\$15.50	\$23.25
	JIMMY'S Bagel S...	Abootorabi, Debo...	kitchen	Reg	0	0	\$15.00	\$25.00
	JIMMY'S Bagel S...	Abootorabi, Debo...	Primary	Reg	0	0	\$14.00	\$0.00
	Toro Company	Abootorabi, Debo...	Distribution	Reg	0	0	\$16.00	\$28.00
	Jocelyn's Fancy...	Abootorabi, Debo...	HR	Reg	0	0	\$14.00	\$22.40
	Toro Company	Abootorabi, Debo...	Distribution	Reg	0	0	\$14.00	\$28.00
	Finns Surf Co.	Abootorabi, Debo...	clerical departm...	Reg	0	0	\$20.00	\$28.00
	Small Wonders...	Abootorabi, Debo...	Kitchen	Reg	0	0	\$17.25	\$27.60
	Small Wonders...	Abootorabi, Debo...	Kitchen	Reg	0	0	\$17.25	\$27.60
	JIMMY'S Bagel S...	Abotina, Susie	kitchen	Reg	0	0	\$30.00	\$25.00
	Toro Company	Accrue, Jackie L	Distribution	Reg	0	0	\$14.00	\$28.00
	Baracuda	Accrue, Jackie L	Human Resources	Reg	0	0	\$30.00	\$15.00
	JIMMY'S Bagel S...	Accrue, Jackie L	kitchen	Reg	0	0	\$15.00	\$25.00
	JIMMY'S Bagel S...	Accrue, Johnny B	kitchen	Reg	0	0	\$15.00	\$25.00
	Small Wonders...	Accrue, Johnny B	Parking	Reg	0	0	\$15.00	\$18.51
	Finns Surf Co.	Accrue, Johnny B	clerical departm...	Reg	0	0	\$15.00	\$21.00
	Toro Company	Accrue, Johnny B	Distribution	Reg	0	0	\$15.00	\$28.00
	ECWTestDiscount	Acme, Sam	Primary	Reg	0	0	\$12.00	\$16.00
	JIMMY'S Bagel S...	Acosta, Davis	kitchen	Reg	0	0	\$15.00	\$25.00
	Cook Personnel	Acosta, Davis	Industrial	Reg2	0	0	\$22.00	\$31.24

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

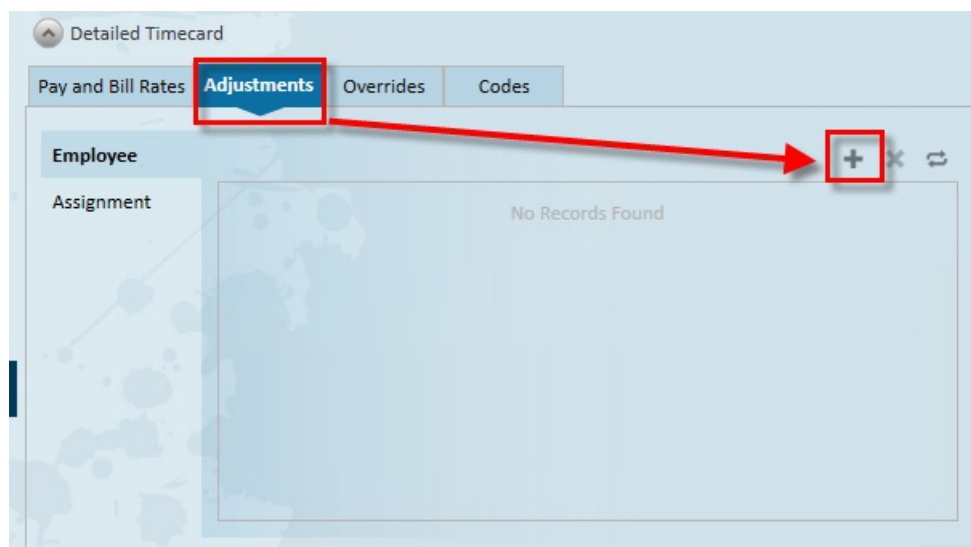
Employee

Assignment

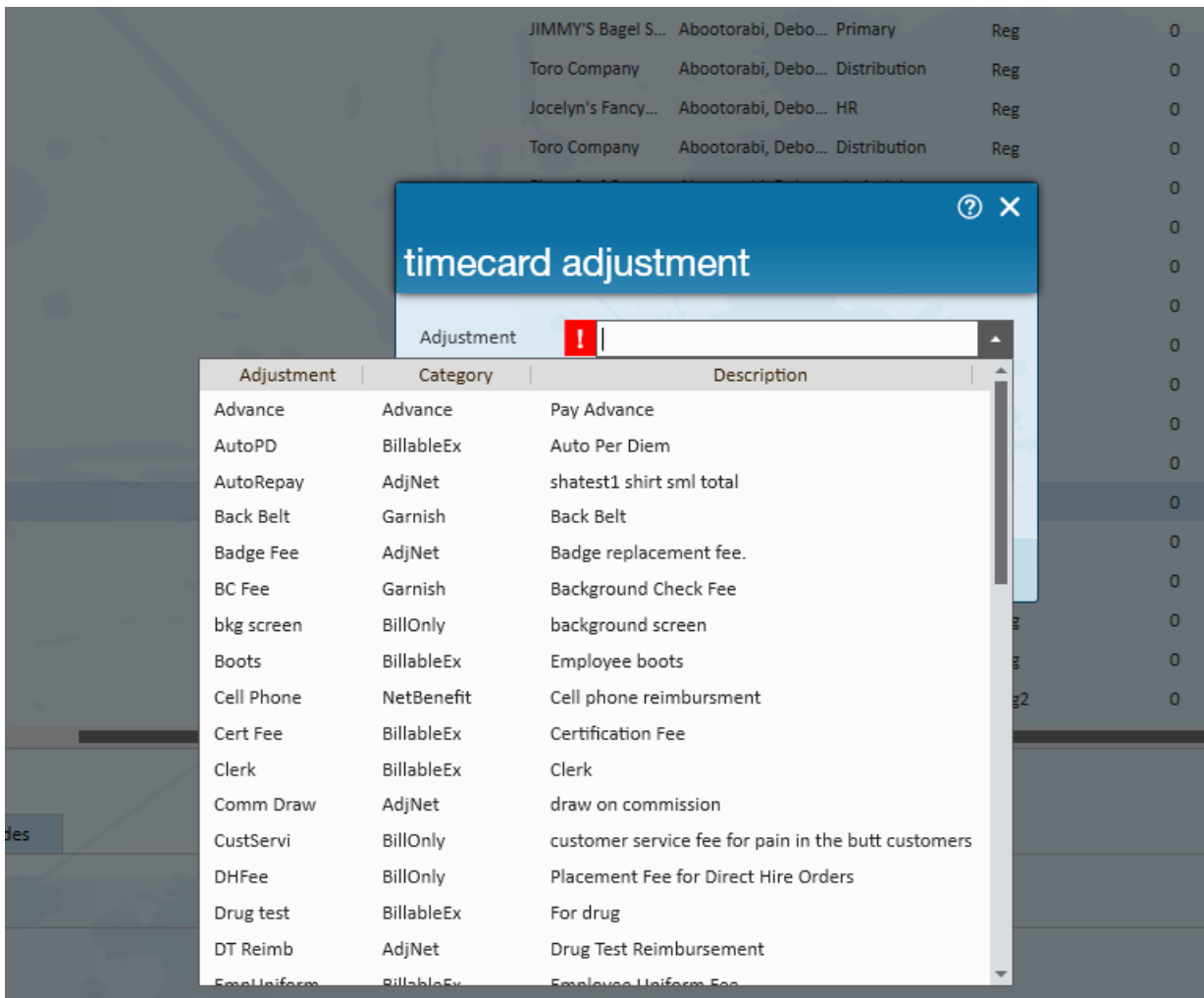
No Records Found

**\*Note\*** The transaction which is highlighted is the transaction which is displayed in the detailed timecard. To verify this, keep an eye on the avatar area.

Within the detailed timecard, click the adjustments tab, select the '+' icon to add the adjustment:



The timecard adjustment form will open:



Selecting the proper adjustment is very important. When your administrator sets up the adjustments they also determine the category which each adjustment should fall into.

## Examples of Adjustment Types

The adjustment type will determine information such as, is this adjustment:

- Billable - will allow a bill side of the adjustment to be entered
- Bill Only - will prevent you from adding a pay side of the adjustment
- Adjust Net - will base the adjustment on the net amount of the check
- Adjust Gross - will base the adjustment on the gross amount of the check
- Benefit - will tabulate but not affect the amount of the check.

**\*Note\*** If unsure, please check with your manager/administrator who designed the adjustments.

Once the adjustment is selected enter the adjustments and bill amounts.

The screenshot shows a 'timecard adjustment' window with a blue header. Below the header, there are three main sections: 'Adjustment' with a dropdown menu set to 'Fuel', 'Adjustment Amount' with a text input field containing '\$15.00', and 'Bill Amount' with a text input field containing '\$15.00'. Below these is an 'Invoice Text' field containing the text 'Fuel Reimbursement'. At the bottom left, there is a warning icon and a '0' next to it. At the bottom right, there is a 'Save' button with a floppy disk icon.

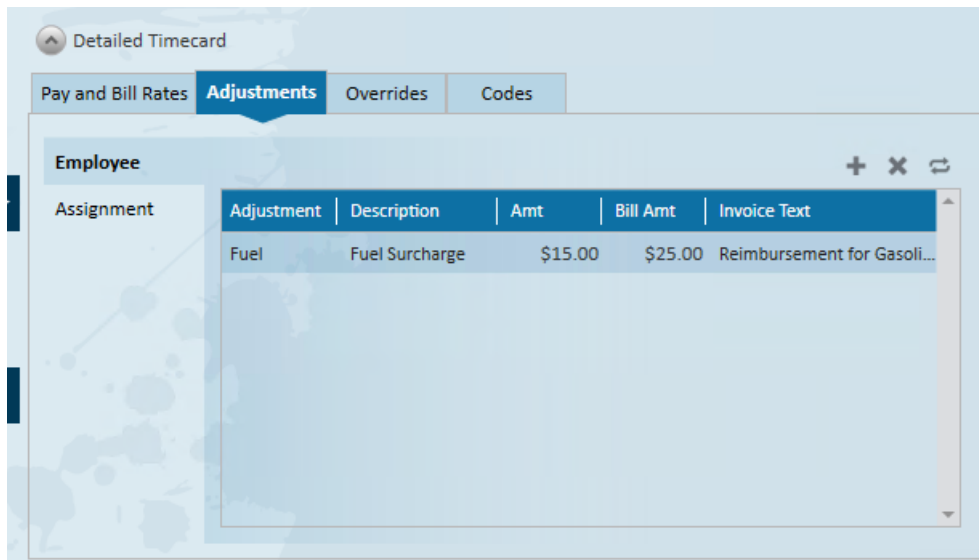
**\*Note\*** The bill amount is only entered for billable adjustments.

The amounts entered will affect the paycheck and invoice respectively. Positive amounts will increase the paycheck and/or invoice, negative amounts will decrease the paycheck and/or invoice. The adjustment amounts paid and billed can be different.

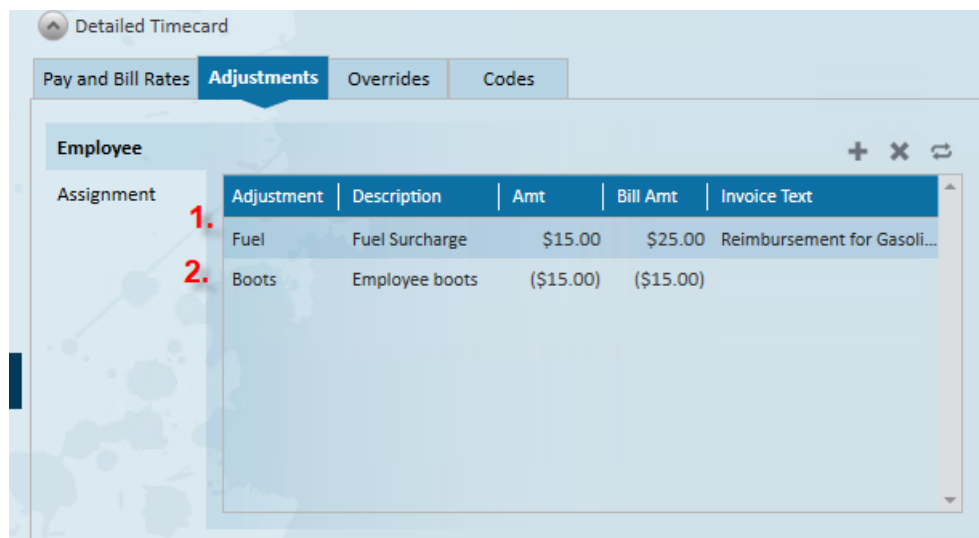
For instance, you may reimburse \$15.00, bill back to the client at \$25.00 as shown:

This screenshot is similar to the first one, but the 'Bill Amount' field now contains '\$25.00'. The 'Invoice Text' field is currently empty, showing only a vertical cursor. The rest of the form, including the 'Adjustment' dropdown set to 'Fuel' and the 'Adjustment Amount' of '\$15.00', remains the same.

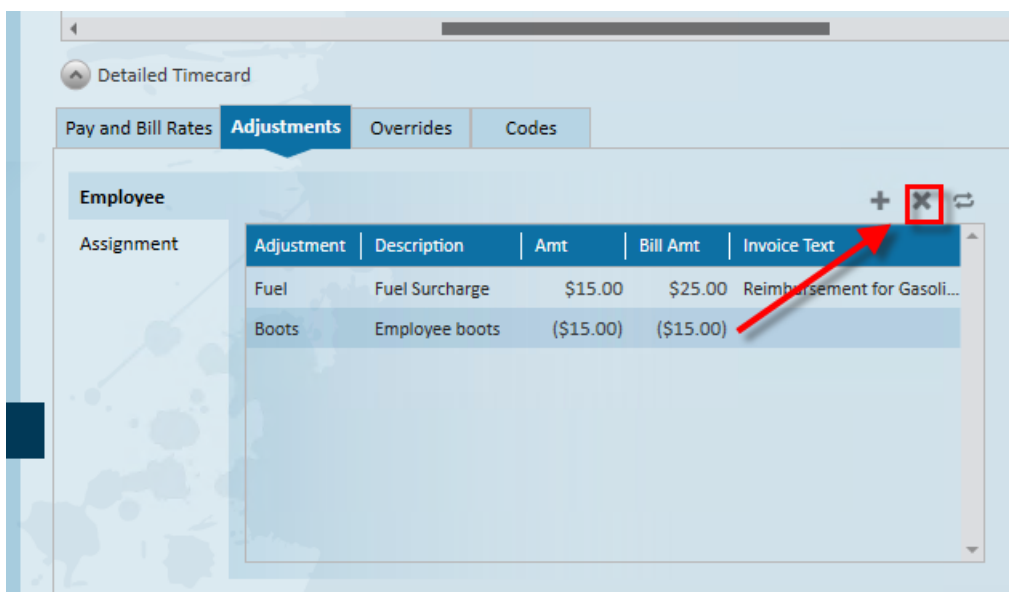
Upon saving, the adjustment will be displayed within the adjustments tab of the detailed timecard:



A transaction can have multiple adjustments as shown:




Remove an adjustment by clicking to highlight the adjustment and simply select the 'x' button:



**\*Note\*** One-time adjustments will NOT reappear each week, therefore if, for instance, an employee is reimbursed every week for mileage during the life of the assignment, their mileage must be entered each week.

## Order and Assignment Adjustments

If there are any ongoing adjustments from the order or assignment, they will be listed under the assignment tab in the adjustments section:



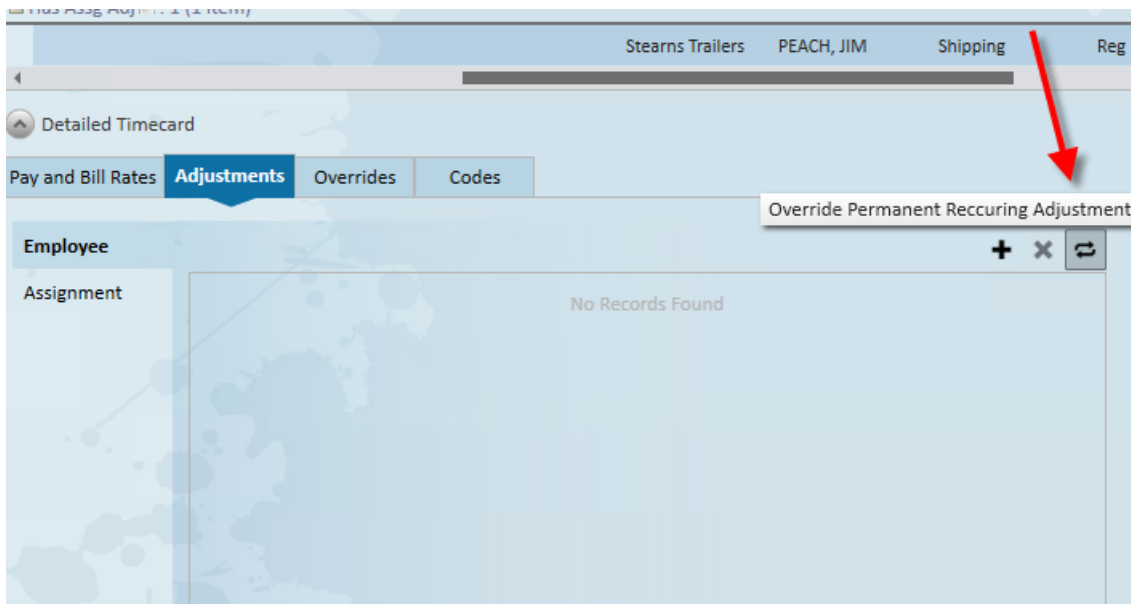
Adjustment	Pay Rate	Bill Rate	Units	Description
Mileage	\$0.27	\$0.30	0	Mileage Reimbursement

**\*Note\*** Order and assignment adjustments will show up on the transaction each week for the life of the assignment(s) they are affecting. Each week the number of units must be entered.

## Override Ongoing Adjustments

There may be occasions when you will need to override an ongoing adjustment(s). For instance, you may be charging an employee for a drug test but they have asked to have a lesser amount deducted for this pay period.

To do this, from the adjustments area of the time entry transaction, click the  button.



This will open the employee adjustment override form. Select the ongoing adjustment which needs to be overridden. Enter the amount by which you want to affect the current paycheck.

A screenshot of a form titled 'employee adjustment override'. It has a blue header with a question mark and a close button. Below the header, there are two fields: 'Adjustment' with a dropdown menu showing 'PreTax Dental' and 'Adjustment Amount' with a text input field containing '16.00'. At the bottom, there is a 'Save' button with a floppy disk icon and a warning icon.

**\*Note\*** This is a one-time override, any subsequent checks will be calculate based on the adjustment set on the employee record.

## Related Articles