

# Enterprise - How to Add or Change Adjustment Authorities After Payroll Has Been Processed

Last Modified on 01/03/2020 10:11 am CST

There are many instances where an employee has been paid, and that payroll includes an adjustment. If an adjustment was setup with an incorrect authority or if the authority has been changed, a fix is possible.

This article will walk users through the steps involved in making this type of update.

## **Step 1: Review the Employee's Check**

Within the employee's check summary, we can see that a (1.) child support adjustment deducted \$75.00:



**Nora Berston**  
7763 Cotton Road  
Maplewood, MN 55109

ID: 4295004010  
SSN: xxx-xx-5677

Scheduled for:  
11/18/2015

visifile details documents integrations evaluations messages pay history  
 accrual history ach history adjustment history  
**check register**  
**check summary** staged check summary paycard history taxes to date transaction history  
 pay setup tasks search

### Berston, Nora

Nora Berston  
7763 Cotton Road  
Maplewood, MN 55109

Tax Marital Status Married  
Tax Exemptions  
Minnesota Married 10  
Federal- Married 10

Wages	rate	units	this period	year to date
Reg: Regular Hours	\$14.50	40.00	\$580.00	\$3,966.00
Reg: Overtime Hours	\$21.75	5.00	\$108.75	\$429.75
<b>Gross Wages</b>			<b>\$688.75</b>	<b>\$4,495.75</b>

Taxes	this period	year to date
Employee Portion Social Security tax	\$41.78	\$273.16
Employee Portion Medicare tax	\$9.77	\$63.88

Adjustments	this period	year to date
Dental	\$15.00	\$90.00
<b>1. ChildSupt1</b>	<b>\$75.00</b>	<b>\$450.00</b>
<b>Net Pay</b>		<b>\$547.20</b>

To update the authority associated with the check, navigate to the adjustments page of the employee's record. Following our example, the ChildSupt1 adjustment shows the current associated authority is (2.) Dakota County Child Support.

visifile  
 details  
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 evaluations  
 messages  
 pay history  
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**adjustments**  
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 taxes  
 tasks  
 search

**employee**  
 customer order assignment contact pay / bill reports hrcenter all options

EINC	Adjustment	Description	Active	Sequence	YTD Total	Lifetime Total	MTD Total	WTD Total
0	AdvanceBnk		<input type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00
0	ReissueFee		<input type="checkbox"/>		\$0.00	\$5.00	\$0.00	\$0.00
0	Dental		<input checked="" type="checkbox"/>	2	\$90.00	\$120.00	\$15.00	\$15.00
0	ChildSupt1		<input checked="" type="checkbox"/>	1	\$450.00	\$600.00	\$75.00	\$75.00
0	Checking1		<input checked="" type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00

adjustment amounts + - ✕

Deduct Greater  Deduct Lesser

Amount: \$75.00 : Max of 50.00 % of Net

Main		Pay/Misc	
Adjustment	ChildSupt1	Note	
Description		Sequence	1
Active	<input checked="" type="checkbox"/>	Date Served	6/11/2014
Frequency	Weekly	Max Monthly	\$0.00
Start Date	6/11/2014	Max Yearly	\$0.00
End Date		Max Lifetime	\$0.00
Authority	Dakota County Child Support	Period Max	\$75.00
Case Number	456416513	Min After Calc	\$0.00

## Step 2: Update the Authority on the Adjustment

Expand the dropdown and select the (3.) new, correct, authority.

**\*Note\*** If the authority for this adjustment is not listed in the dropdown, that means it will need to be added in the administration section of Enterprise. Please see your office's Enterprise Administrator to assist in adding the authority. See [How to Add Authorities](#) for more information.

The screenshot displays the 'adjustment amounts' section of the Enterprise software. A table lists adjustments with columns for EINC, Adjustment, Description, Active, Sequence, YTD Total, Lifetime Total, MTD Total, and WTD Total. The 'ChildSupt1' adjustment is highlighted in red. Below the table, the 'adjustment amounts' form is visible, showing the 'Authority' dropdown menu with 'Fraser Valley Child Support' selected. A red arrow points from the 'ChildSupt1' row in the table to the 'Authority' dropdown in the form. A red '3.' is placed next to the dropdown menu.

EINC	Adjustment	Description	Active	Sequence	YTD Total	Lifetime Total	MTD Total	WTD Total
0	AdvanceBnk		<input type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00
0	ReissueFee		<input type="checkbox"/>		\$0.00	\$5.00	\$0.00	\$0.00
0	Dental		<input checked="" type="checkbox"/>	2	\$90.00	\$120.00	\$15.00	\$15.00
0	ChildSupt1		<input checked="" type="checkbox"/>	1	\$450.00	\$600.00	\$75.00	\$75.00
0	Checking1		<input checked="" type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00

adjustment amounts

Deduct Greater  Deduct Lesser

Amount: \$75.00 : Max of 50.00 % of Net

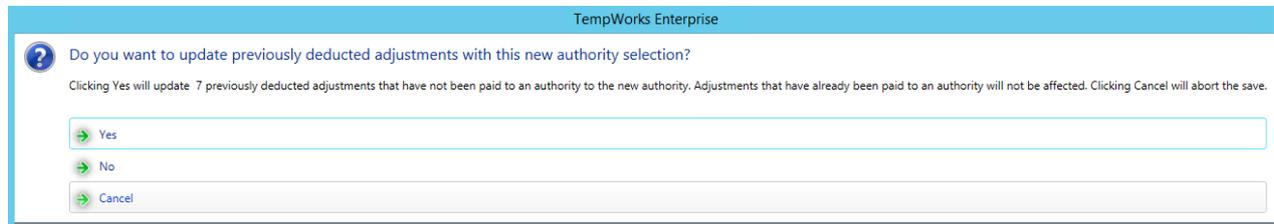
Authority: Fraser Valley Child Support

Once the change has been made, select the save icon to confirm your update.

The prompt "Do you want to update previously deducted adjustments with this new authority selection?" will automatically display if the employee has been paid but the authority check has not yet been created.

Additionally, the statement "Clicking Yes will update x# of previously deducted adjustments that have not been paid to an authority to the new authority. Adjustments that have already been paid to an authority will not be affected. Clicking cancel will abort the save." displays.

Following our example (below), this is stating that there are seven checks which have been paid to our employee, but the adjustment's associated authority does not yet have a check. So when an authority check is created for this adjustment, it will not only associate this new authority to checks going *forward*, but it will also *retroactively* associate this new authority with the employee's other seven checks.



TempWorks Enterprise

Do you want to update previously deducted adjustments with this new authority selection?

Clicking Yes will update 7 previously deducted adjustments that have not been paid to an authority to the new authority. Adjustments that have already been paid to an authority will not be affected. Clicking Cancel will abort the save.

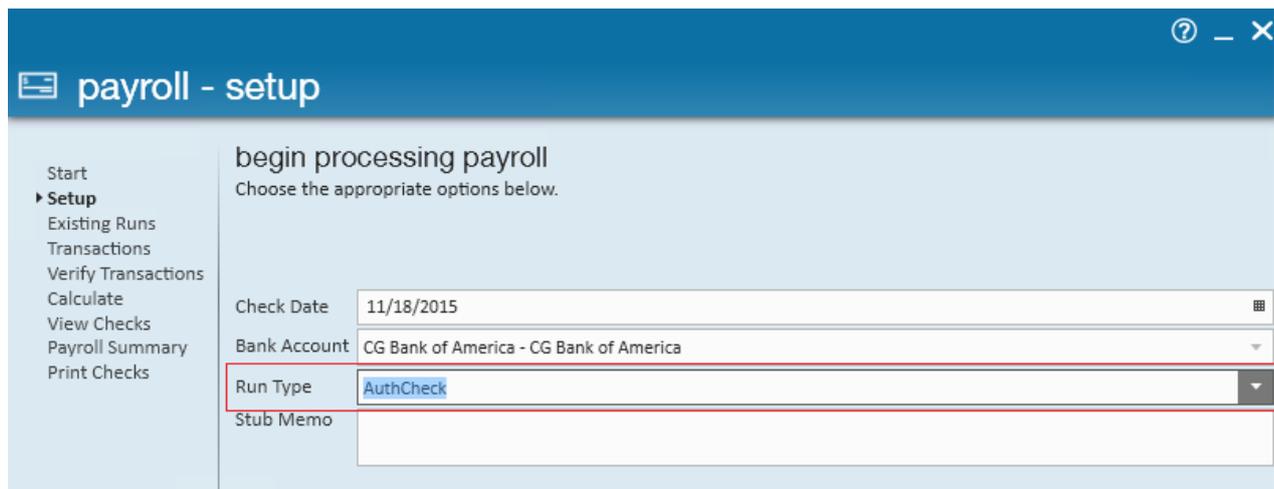
Yes

No

Cancel

### Step 3: Pay the New Authority

Select a run type of AuthCheck to create a check to authorities.



payroll - setup

begin processing payroll

Choose the appropriate options below.

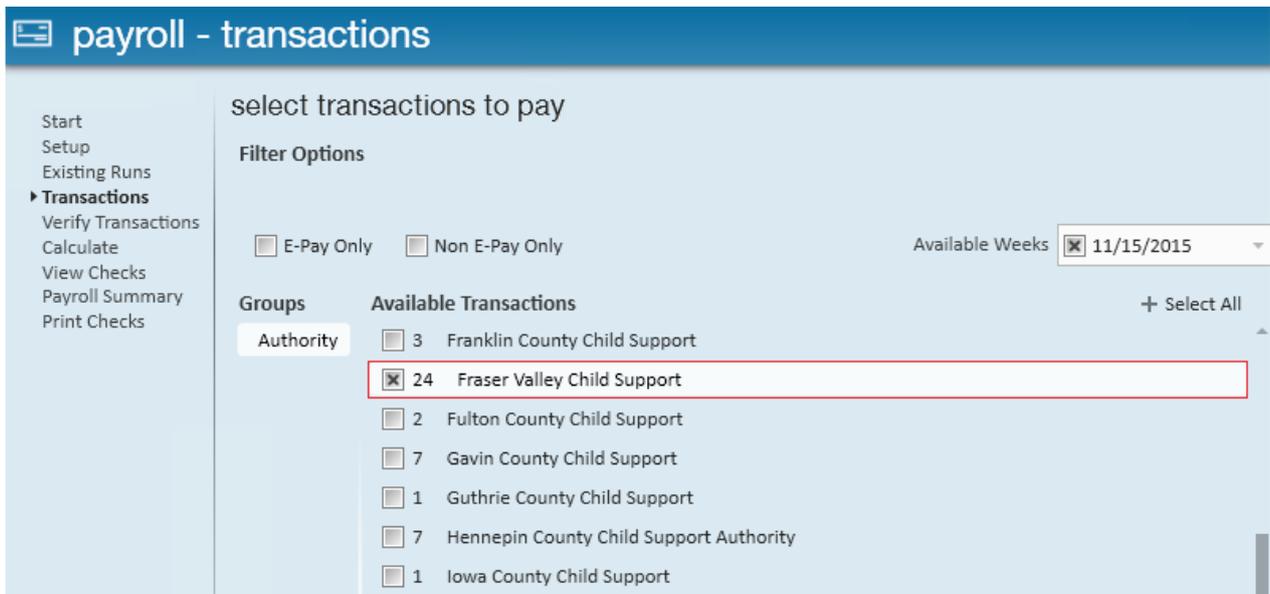
Check Date: 11/18/2015

Bank Account: CG Bank of America - CG Bank of America

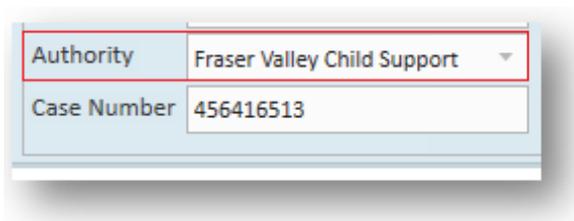
Run Type: AuthCheck

Stub Memo

Following our example, within the transactions step of the payroll run the authority "Fraser Valley Child Support" has been selected.



Note that there are seven transactions total associated with the case number 456416513 - this matches our example adjustment from the employee record (outlined earlier in this document):



When payroll is processed all seven transactions will be associated with the new authority, Fraser Valley Child Support, instead of the old authority, Dakota County Child Support.

## payroll - verify transactions

- Start
- Setup
- Existing Runs
- Transactions
- **Verify Transactions**
- Calculate
- View Checks
- Payroll Summary
- Print Checks

### verify transactions

Case	Authority	Hier Name	Net Adj	Check Number	Check Date	Check ID
345345	Fraser Valley Child Su...	High Tech Staffing	\$50.00	208378	1/16/2015	4295003911
345345	Fraser Valley Child Su...	High Tech Staffing	\$50.00	1012	1/30/2015	4295003973
345345	Fraser Valley Child Su...	High Tech Staffing	\$14.25	1012	1/30/2015	4295003973
345345	Fraser Valley Child Su...	High Tech Staffing	\$8.55	1012	1/30/2015	4295003973
345345	Fraser Valley Child Su...	High Tech Staffing	\$50.00	3008	2/3/2015	4295004057
345345	Fraser Valley Child Su...	High Tech Staffing	\$50.00	4075	3/13/2015	4295004391
456416513	Fraser Valley Child Su...	High Tech Staffing	\$75.00	40639	4/16/2015	4295004709
456416513	Fraser Valley Child Su...	High Tech Staffing	\$43.61	40639	4/16/2015	4295004709
456416513	Fraser Valley Child Su...	High Tech Staffing	\$31.39		4/17/2015	4295004718
456416513	Fraser Valley Child Su...	High Tech Staffing	\$75.00	4635	5/29/2015	4295015044
456416513	Fraser Valley Child Su...	High Tech Staffing	\$75.00	208473	7/1/2015	4295015174
456416513	Fraser Valley Child Su...	High Tech Staffing	\$75.00	37319	9/25/2015	4295015737
456416513	Fraser Valley Child Su...	High Tech Staffing	\$75.00	37514	11/18/2015	4295015998
484545121	Fraser Valley Child Su...	High Tech Staffing	\$85.00	37360	10/2/2015	4295015790

Cancel

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