

# Employee Adjustments Report

Last Modified on 11/05/2019 9:37 am CST

## Purpose

This report allows you to view all adjustments withheld from an employee's check.

Branch	Canada Test, CardiffUK, Eag	Date Filter	Check Date
Adjustment Type		Group By	Branch
Start Date	2/26/2018	End Date	3/4/2018
Employee Filter		Check ID	

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## Employee Adjustments

High Tech Staffing

Entity Level (Hierd 2)



A list of the following adjustments withheld from employee checks with a CheckDate between 2/26/2018 and 3/4/2018, from the following selected branches: '(All Branches Selected)'.

Employee	Employee ID	SSN	Check ID	Check Number	Check Date	Adjustment	Amount	Benefit Amount
<b>Memphis NE</b>								
Abootorabi, Deborah J	5021	xxx-xx-5461	4295031469	52361	2/26/2018	ACA EE: Health Insurance	\$29.33	\$0.00
Abootorabi, Deborah J	5021	xxx-xx-5461	4295031469	52361	2/26/2018	ACA Fam: Family Ins	\$125.00	\$0.00
Abootorabi, Deborah J	5021	xxx-xx-5461	4295031469	52361	2/26/2018	AdvanceBnk: Tempworks Specific permanent adjustment used when reversing checks, tracks amount owed by the employee	\$10.00	\$0.00
Abootorabi, Deborah J	5021	xxx-xx-5461	4295031469	52361	2/26/2018	Back Belt: Back Belt	(\$5.00)	\$0.00
Abootorabi, Deborah J	5021	xxx-xx-5461	4295031469	52361	2/26/2018	ChildSupt2: Child Support garnishment	(\$25.00)	\$0.00
Pint, Anders	4294972883	xxx-xx-7364	4295031467	52358	2/26/2018	Mileage: Mileage Reimbursement	(\$4.00)	\$0.00
<b>6 adjustments</b>							<b>\$130.33</b>	<b>\$0.00</b>

<b>Memphis SE</b>								
Aasen, Robert	4295014347	xxx-xx-4546	4295031468	52360	2/26/2018	ACA ER: ACA Employer Portion	\$0.00	\$50.51
Aasen, Robert	4295014347	xxx-xx-4546	4295031468	52360	2/26/2018	ChildSupt2: Child Support garnishment	\$50.00	\$0.00
Abinteh, Mary	4294972669	xxx-xx-1489	4295031465	52359	2/26/2018	ACA EE23: ACA Employee Portion Adjb	\$20.77	\$0.00
Abinteh, Mary	4294972669	xxx-xx-1489	4295031465	52359	2/26/2018	Badge Fee: Badge replacement fee.	\$10.00	\$0.00

## How to Run This Report

This report can be run in Enterprise under All Options > Reports. Select the Time & Pay category on the left.

You can also run this report in Beyond under the B menu > Reports. Select All Reports and search by the report name or select the Time & Pay report group.

	Employee Accruals	Time & Pay	☆
Displays a list of accruals calculated on employee checks for a given date range. Allows you to see the check by check history as the accruals are earned			
	Employee Adjustments	Time & Pay	☆
List out all adjustments processed on employee checks for a given date range.			
	Employee Hours	Time & Pay	★
Displays a breakdown of employees' hours on a per week basis for a given date range. Allows for filtering on both a specific employee or customer, and payable only or billable only.			

## Parameters

Branch	Canada Test, CardiffUK, Eag	Date Filter	Check Date
Adjustment Type		Group By	Branch
Start Date		End Date	
Employee Filter		Check ID	

1. **Branch:** A drop down list of all branches in the user's current hierarchy. It is a multi-value parameter so they can select either all branches, just one specific branch, or any combination of different branches in the list.
2. **Date Filter:** A drop down determining what field your date range filters on.
  - **Check Date:** Date written on check
  - **Weekend Bill:** The processing weekend date (always a Sunday) See [Time Entry Part 1: The Basics](#) for more information
3. **Adjustment Type:** A drop down list of all adjustment types. It is a multi-value parameter so they can select either all adjustment type, just one adjustment type or any combination of different adjustment types.
4. **Group By:** A list of different fields to group the data into on the report. It has the following options:
  - Adjustment
  - Branch
  - Check Date
  - Check Number
  - Employee Name
5. **Start Date:** Starting date of your desired date range.
6. **End Date:** Ending date of your desired date range.
7. **Employee Filter:** Filters on the employee's name.
8. **Check ID:** Filters for a specific check id.

## Related Articles