

# Core - One Time Adjustments

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## What is a One-Time Adjustment?

An adjustment is a non-taxable reimbursement or charge for an employee. This includes per diem, parking, uniform charges, badge fees, etc. One-time adjustments include those fees or reimbursements that are not consistent week to week like those one-time fees or reimbursements. For garnishments like child support, levies, or other reoccurring adjustments, see [Employee Adjustments](#) to set them up.

## How to Set Up a One-Time Adjustment:

1. Navigate to the time entry section of pay/bill in Core.
2. Select the timecard you wish to add the adjustment.
3. Right click or use the keyboard shortcut (Alt + A) to add a one-time adjustment.

The screenshot shows a software interface for managing timecards. At the top, there's a search bar and a user profile for 'Gleason, Kirk' at 'Al's Toy Barn, Primary Assembly'. Below this, a sidebar on the left contains navigation options like 'payroll and invoicing', 'time entry', 'check register', 'incomplete transactions', 'invoice register', and 'other'. The main area displays a list of 14 timecards, filtered by 'Customer Name' and 'Starts With' 'al's'. A table of timecard entries is visible, with columns for Name, Customer, Department, Pay Co., Shift, RT Hrs, OT Hrs, and Bill. A red arrow points to the 'Add Adjustment' button in a context menu that appears over the first row of the table. The context menu includes various actions such as 'View Assignment', 'View Customer', 'View Employee', 'View Order', 'Refresh Timecard from Assignment', 'Refresh Timecard from Order', 'Create Duplicate Timesheet', 'Remove Timesheet', 'Toggle Invoice Delivery Ready Status', 'Move Selected into Proofing Session', and 'Send Email To Employee(s)'.

4. The timecard adjustment window will open, Enter the applicable information:

- Use the drop-down to select the type of adjustment (note that these options are set up by administration).
- Enter the adjustment amount (positive number = reimbursement, negative number = charge).
- Review the bill amount- depending on how the adjustment was set up, the bill amount may calculate automatically, or may not be available for those adjustments that are not billable back to the customer. You can manually update a bill amount in most cases.
- Optionally, add invoice text to denote what the billed item is for.

timecard adjustment

Adjustment: Per Diem

Adjustment Amount: \$210.00      Bill Amount: \$210.00

Invoice Text: Per Diem Nebraska 4 days @52

Save

5. Select 'Save.'

## Viewing Timecard Adjustments:

1. Navigate to time entry section of pay/bill.
2. Select the timecard you would like to see adjustments for.
3. Double click or select the "Detailed Timecard" arrow in the bottom left corner.

**Gleason, Kirk**  
Al's Toy Barn, Primary  
Assembly

payroll and invoicing  
**time entry**  
▶ check register  
▶ invoice register  
▶ other

14 timecards  
Filter Customer Name Starts With al's

Drag a column header here to group by that column.

W.	S...	Name	Customer	Department	Pay Co...	Shift
		Gleason, Kirk	Al's Toy Barn	Primary	Reg	
		Glimore, Lorelai	Al's Toy Barn	Primary	Reg	
		Hawthorne, Geor...	Al's Toy Barn	Primary	Reg	
		Hawthorne, Pierce	Al's Toy Barn	Primary	Reg	
		Hendersen, Eugene	Al's Toy Barn	Primary	Reg	
		Heron, Cady	Al's Toy Barn	Primary	Reg	
		Huntzberger, Logan	Al's Toy Barn	Primary	Reg	
		Huntzberger, Logan	Al's Toy Barn	Primary	Reg	
		Ian, Janis	Al's Toy Barn	Primary	Reg	
		Kim, Lane	Al's Toy Barn	Primary	Reg	
		Kinkle, Harvey	Al's Toy Barn	Primary	Reg	
		Magellan Crunch,...	Al's Toy Barn	Primary	Reg	
		Mariano, Jess	Al's Toy Barn	Primary	Reg	
		Mc Fly, Marty	Al's Toy Barn	Primary	Reg	

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

Detailed Timecard

4. The detailed timecard for the employee will appear on the bottom of the screen, select 'adjustments.'
5. Here you will see any employee or assignment's one-time adjustments.

14 timecards

Filter Customer Name Starts With al's X Toggle Filters Week 12/2/2018

Drag a column header here to group by that column.

W	S	Name	Customer	Department	Pay Co...	Shift	RT Hrs	OT Hrs	Bill	Pay	OT P...	DT Pay	WE Date
		Gleason, Kirk	Al's Toy Barn	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Gilmore, Lorelai	Al's Toy Barn	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Hawthorne, Geor...	Al's Toy Barn	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Hawthorne, Pierce	Al's Toy Barn	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Hendersen, Eugene	Al's Toy Barn	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Heron, Cady	Al's Toy Barn	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM
		Huntzberger, Logan	Al's Toy Barn	Primary	Reg		0	0	\$24.00	\$16.00	\$24.00	\$32.00	12/2/2018 12:00:00 AM

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Employee

Assignment	Adjustment	Description	Amt	Bill Amt	Invoice Text
	Per Diem	Per Diem Adjust...	\$210.00	\$210.00	Per Diem Nebraska 4 days @52

payroll info

WE Bill 12/2/2018

WE Date 12/2/2018

Work Date

Inv Date

Pay Code Regular earnings

# Related Articles