Preparation Prior to Entering Deduction Information

1. Paygroup for the EMPL ID with Earnings adjustment
2. EMPL ID and active EMPL record
3. Earnings Begin and End date
4. Earnings code and amount; hours are not eligible for Excel to CI; all hours must originate in Time and Labor for hourly employees

Data Input Tab by Column

1. Paysheet Update Source = OT (Other)
2. Creation Date = Date information is entered
3. Company = Employee’s active company
4. Pay Group = Employee’s active paygroup
5. Pay Period End Date = For the Payroll to process
6. Off Cycle = Y for Yes (Off Cycle Run) N for No (On Cycle)
7. Earnings Begin Date = Date on the Documentation
8. Earnings End Date = Date on the Documentation
9. EMPL ID = Employee’s Employee ID
10. EMPL Record = Employee’s active record with the Inst
11. Paysheet Transaction Type = E (Earnings)
12. Transaction Status = A (Active)
13. Separate Check NBR = 1 is Yes
14. Combination Code = Do not use
15. Earnings Code = Earnings Code for Earnings
16. Other Hours = Number of Hours (should not be used)
17. Hourly Rate = Rate for the Earnings (should not be used)
18. Deductions Taken =
19. Amount = Flat Amount of Earnings Adjustment