










PY002.22: Making a Manual Adjustment to the Payline

Step	Action
1.	On the Manager Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Payroll for North America menu. 
4.	Click the Payroll Processing USA menu. 
5.	Click the Update Paysheets menu. 
6.	Click the By Payline menu. 
7.	Populate the Company field. Company <input type="text" value="begins with"/> <input type="text"/>
8.	Click the Search button. 



Step	Action
9.	Identify the employee record for payline adjustment and click the Empl ID link.
10.	Click the Plus (+) icon in the Payline Details section.
11.	Click the OK to Pay checkbox on the newly inserted row.
12.	Click the Look up icon associated with the Earnings Code field.
13.	Select the desired value from the listing of Earning Codes .
14.	Populate the Amount field.
15.	Click the Save button.
16.	You have successfully completed the Making a Manual Adjustment to the Payline topic. End of Procedure.