

How to Set Up Different Types of Adjustments

Overview:

The 'Adjustments Maintenance' window is used to maintain different types of adjustments such adjustments for Undertime, Late, Tax, etc., and also to add new types of adjustments.

Scenario:

Add 'Bonus Adjustment' for KPI-based incentive.

Procedure:

1. In the Ribbon Menu, go to *Maintenance > Adjustments*.



2. To add a new adjustment type(s), you may use the Adjustment Codes 1 - 10 and just edit its Code and Description.

	🔜 AdjustmentCodes 🛛 🗛 🖂 🖛 🗙								
New Edit Delete Cancel Save									
Lis	List Details Attachments								
	Drag a column header here to group by that column								
	Code	Description	System Default Code						
3	> LATE	Lates Adjustment	LATE						
	UNDERTIME	Undertime Adjustment	UNDERTIME						
	ABSENT	Absent Adjustment	ABSENT						
	SALARY	SALARY Adjustment	SALARY						
	ADJ01	Adjustment Code 1	ADJ01						
	ADJ02	Adjustment Code 2	ADJ02						
	ADJ03	Adjustment Code 3	ADJ03						
	ADJ04	Adjustment Code 4	ADJ04						
	ADJ05	Adjustment Code 5	ADJ05						
	ADJ06	Adjustment Code 6	ADJ06						
	AD307	Adjustment Code 7	ADJ07						
	ADJ08	Adjustment Code 8	ADJ08						
	AD309	Adjustment Code 9	ADJ09						
	ADJ10	Adjustment Code 10	ADJ10						
	TAX	Tax Adjustment	TAX						

Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines Tel. No.: +63 2 8567-4248, +63 2 8567-4253 Fax No.: +63 2 567-4250 Website: <u>www.qne.com.ph</u> Facebook: <u>https://www.facebook.com/QnEPH</u> Follow our Twitter and Instagram account: @qnesoftwareph



3. Select 'ADJ01', for instance, and click Edit. Type its new Code and Description and click Save.

New Edit Delete Cancel Sa							
List Details Attachments Drag a column header here to group by that column							
Code	Description	System Default Code					
LATE	Lates Adjustment	LATE					
UNDERTIME	Undertime Adjustment	UNDERTIME					
ABSENT	Absent Adjustment	ABSENT					
SALARY	SALARY Adjustment	SALARY					
> ADJ01	Adjustment Code 1	ADJ01					
ADJ02	Adjustment Code 2	ADJ02					
ADJ03	Adjustment Code 3	ADJ03					

New Edit Delet	e Cancel Save						
List Details Attachments							
Adjustment Codes BONUS							
Description	tion Bonus Adjustment						
System Default Code	ADJ01						

Go to the List tab and the new adjustment type should be added.

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List	Details Attachments					
Dra	Drag a column header here to group by that column					
	Code	Description	System Default Code			
	ABSENT	Absent Adjustment	ABSENT			
	SALARY	SALARY Adjustment	SALARY			
>	BONUS	Bonus Adjustment	ADJ01			
	ADJ02	Adjustment Code 2	ADJ02			
	ADJ03	Adjustment Code 3	ADJ03			

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Application:

In *Transactions*, the new adjustment type is now available for selection.

Trans	sactions									
	Colored days									
~	Schedules			S	anto	os, Michael				
D							uses Summary			
	Paycontrol No.	Start Date	End Date		Ac	djustments				
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						Adjustment Type	Bonus Adjustment		•	-
						Amount	AdjustmentCode	Description		1,000.00 ‡
						0-5	- LATE	Lates Adjustment	_	
						Options		Undertime Adjust	=	
							ABSENT	Absent Adjustment	-	
						 Taxable 	SALARY	SALARY Adjustment	- I	
							BONUS	Bonus Adjustment		
						Include in SSS	ADJ02	Adjustment Code 2		
						Include in HDMF	ADJ03	Adjustment Code 3	•	
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						Include in PHIC				



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <u>https://support.qne.com.ph</u>

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