



How to Set Up Different Types of Adjustments

Overview:

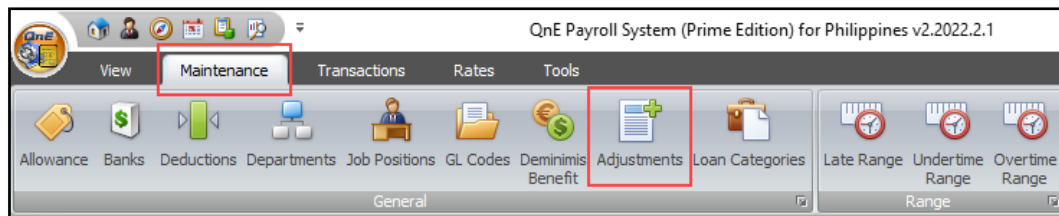
The 'Adjustments Maintenance' window is used to maintain different types of adjustments such adjustments for Undertime, Late, Tax, etc., and also to add new types of adjustments.

Scenario:

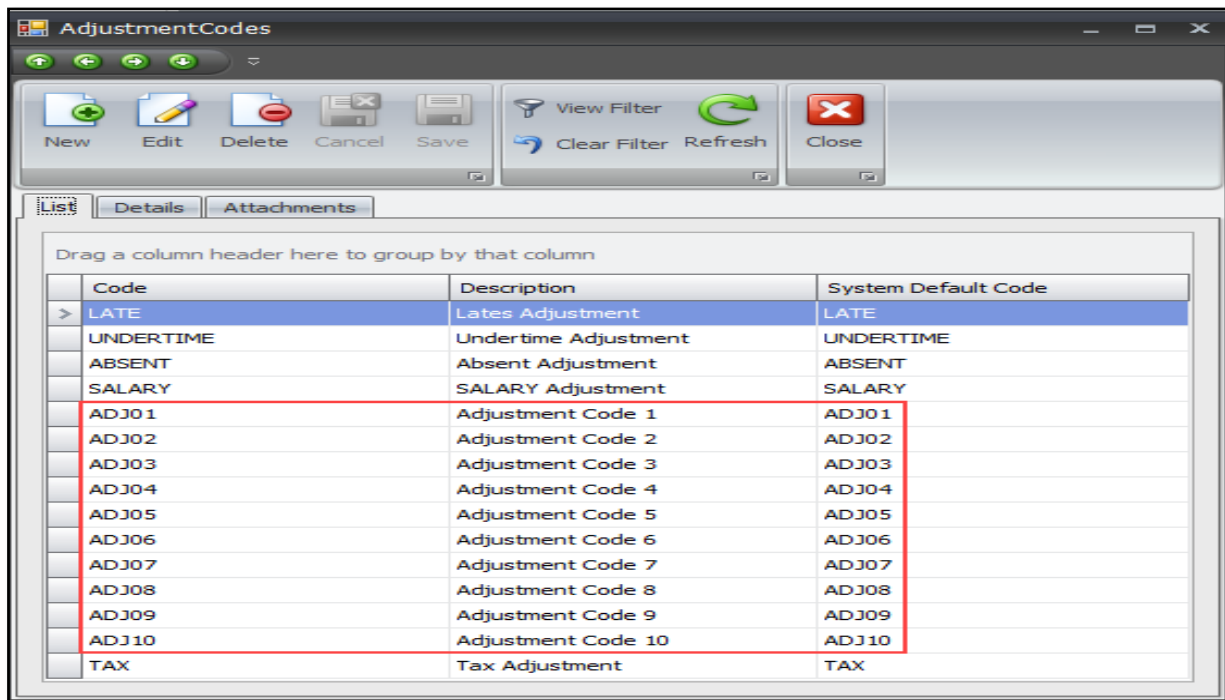
Add 'Bonus Adjustment' for KPI-based incentive.

Procedure:

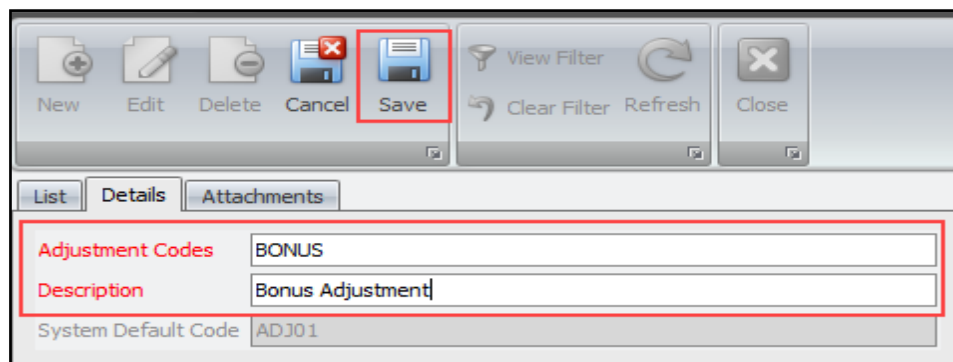
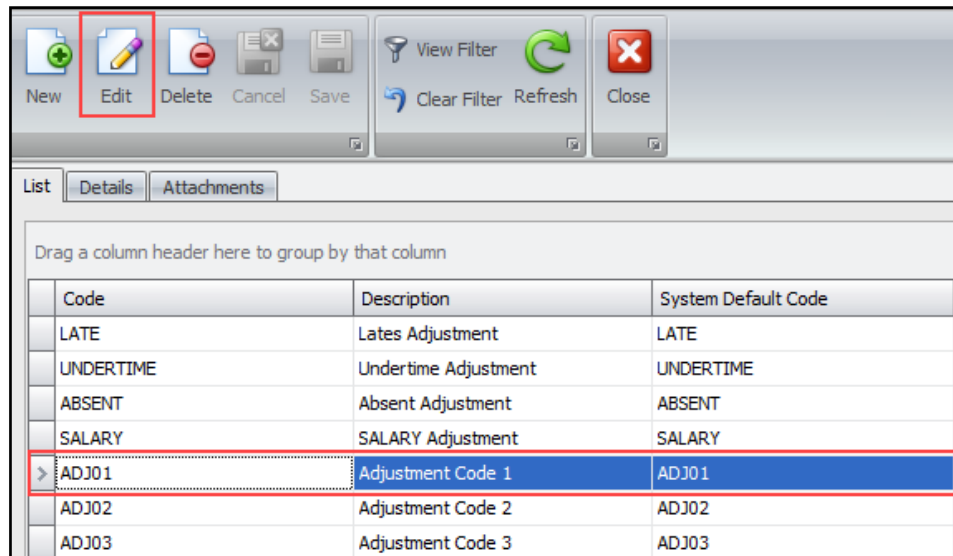
1. In the Ribbon Menu, go to *Maintenance > Adjustments*.



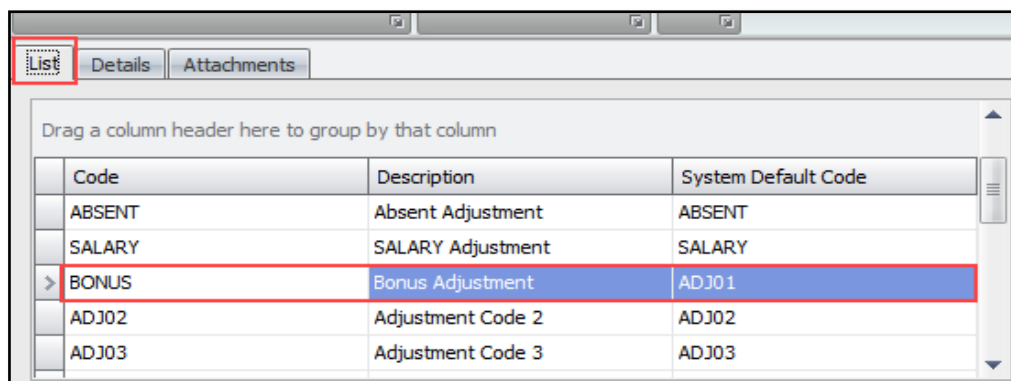
2. To add a new adjustment type(s), you may use the Adjustment Codes 1 - 10 and just edit its Code and Description.



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

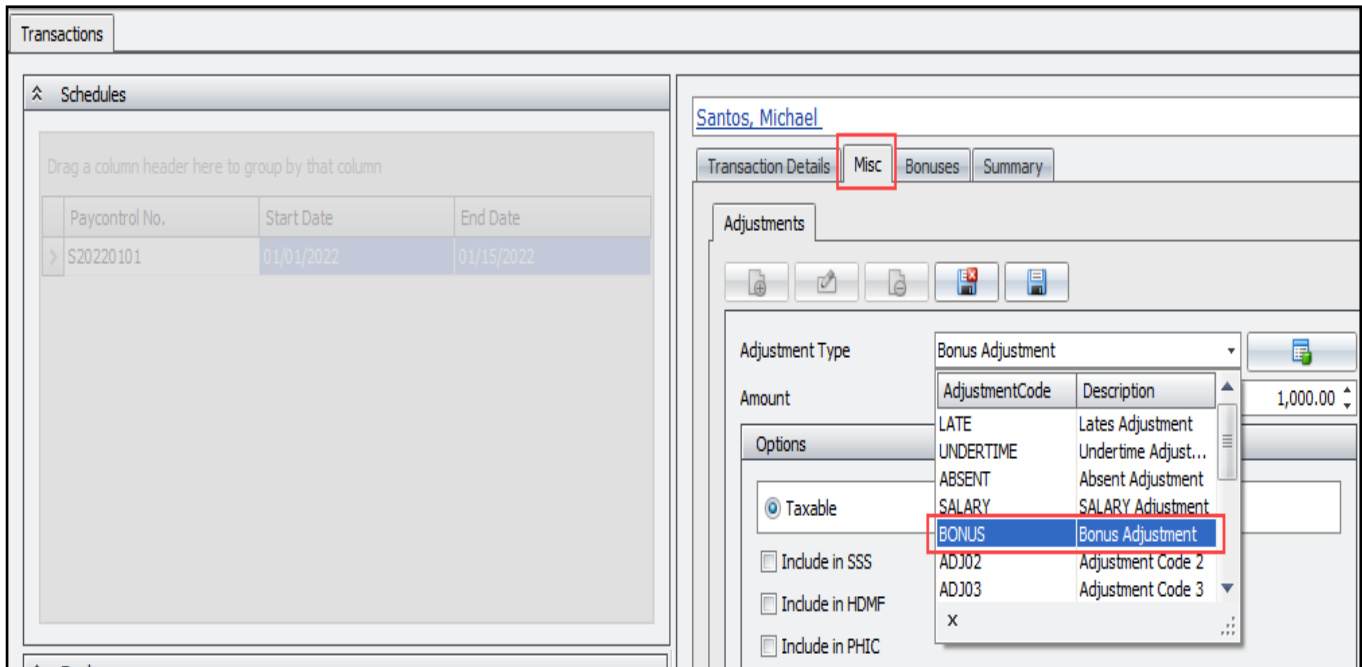


Go to the List tab and the new adjustment type should be added.



Application:

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



The screenshot shows the 'Transactions' application window. On the left, there is a 'Schedules' section with a table containing one entry: Paycontrol No. S20220101, Start Date 01/01/2022, and End Date 01/15/2022. On the right, the 'Santos, Michael' profile is shown with tabs for 'Transaction Details', 'Misc' (highlighted with a red box), 'Bonuses', and 'Summary'. Below these tabs is the 'Adjustments' section. It includes a list of adjustment types: LATE, UNDERTIME, ABSENT, SALARY, and BONUS (highlighted with a red box). The 'BONUS' selection opens a dropdown menu showing 'Bonus Adjustment' as the selected option. Other options in the dropdown include 'Adjustment Code 2' and 'Adjustment Code 3'. The 'Amount' field is set to 1,000.00. There are also checkboxes for 'Taxable', 'Include in SSS', 'Include in HDMF', and 'Include in PHIC'.



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