Entering Year to Date Adjustments (YTD Adjustments) For Stipends

From the Main Menu screen go to Hours & Dollars



From the Hours & Dollars screen select Year-To-Date Adjustments

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From in the Year-To-Date Adjustment screen

- 1. Select the Employee who needs the year to date adjustment.
- 2. Open up the Year to Date Adj by clicking the small square box with the bent top right corner.



Go to Category - Line number 01

- 1. Under Category, select Earnings from drop down menu.
- 2. Under Code, select STIP for stipend from the drop down menu.
- 3. Under Gross Amount, enter the amount of the stipend.

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| IOI Pay Parell A tradinger Bervices | 888.697.0021 support@ioipay.com | | | | | | |
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| MAIN MENU Year-To-Date Adjustments | HIDE EMPLOYEE SEARCH | | | | | | |
| SELECT COMPANY Adjustment Taxes Deductions ACH & Balancing | 60 « | | | | | | |
| GLOBAL UTILITIES Adjustment Type Adjustment Number Quarter Standard Adj Adding a new adjustment 0 Image: Comparison of the standard Adject of the standa | 000800432 - CARHART, JOAN P. 000800473 -* CA STILLE, ROGER 000800003 - DDE, JAMES | | | | | | |
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| Import Utility 03. 04. | 000000001 -* OREEN, OECROE R. 000000000 - JAME N, JOHN J. | | | | | | |
| Browse Transactions U3. Paycheck Options Add New Row. | 00980203 - MICAH, JAME 3 00980205 - MILLER, GRAY BON J. 00980205 - MILLER, TERE BA A. | | | | | | |
| Extended Hours & Dollars Dollars Time Card Details | 000802234 - O DANIEL, RACHEL G. 000802861 - * RU 8 SERT, MORGAN D. | | | | | | |
| Custom Hours Entry | 001000016 - SCHOTT, RANDELL J. | | | | | | |
| Balance Payroll Cancel Save Soliars Proof Listing Report | 000000002 - BHINE, RAIN | | | | | | |

Go to the ACH & Balancing tab

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| Standard Adj V 01 - Year-to-date Adjustment V 0 | 0000000 |
| ACH Detail Information | 0000000 |
| ACH Description Amount G/L Code | 0008008 |
| EMPLOYEE MAINT. Balancing Information | 0008008 |
| HOURS & DOLLARS Total Earnings Total Taxes Total Deductions Total ACH Net Check Amount Balance | 0008010 |
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Enter the amount from the <u>Balance</u> box (in red) in the <u>Net Check Amount</u> box then hit Save.

| Example 2 Attps://secure.ioipay.com/cgi-bin/rpytdadj.php | P → A C Ø Online Pay Ø Year- |
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