

# Entering Year to Date Adjustments (YTD Adjustments) For Stipends

From the Main Menu screen go to Hours & Dollars

The screenshot shows the IOI Pay web application interface. The browser address bar displays <https://secure.ioipay.com/cgi-bin/rppickco.cgi.exe>. The page header includes the IOI Pay logo and navigation links: LOGOUT, PREVIOUS, NEXT, SAVE, DOCUMENT. The main content area is titled "Notice Board" and contains two notices dated 03/24/2016 and 03/02/2016. On the left sidebar, the "HOURS & DOLLARS" menu item is highlighted with a red arrow.

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

The screenshot shows the "Detailed Hours Entry" screen in the IOI Pay application. The browser address bar displays <https://secure2.ioipay.com/cgi-bin/rphadcg3.exe>. The page header includes the IOI Pay logo and navigation links: Logout, Documents, Contact Us, Learning Center, Themes, Previous. The main content area is titled "Detailed Hours Entry" and contains a form for entering hours. The form includes fields for Check Num (01), Dept (4450), Employee Number (150), and a checkbox for "Include salary in preview?". Below these fields are sections for "Preview Check", "Pay Cycle" (Bi-Weekly), "Pay Code" (Hourly), and "Labor Distribution Default" (4450). There are also input fields for Salary, Hourly1, Hourly2, Hourly3, and Service. A "Line Options" section is visible, containing three rows of earnings codes (1, 2, 3) with columns for Regular, Overtime, Double, Rate Ctl, Special Rate, and Other Earnings. The "ADJUSTMENTS" section in the left sidebar is highlighted with a red arrow.

## 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.

The screenshot shows the IOI Pay web interface for 'Year-To-Date Adjustments'. The 'Adjustment' tab is highlighted with a red circle. Below the tabs, there are fields for 'Adjustment Type' (set to 'Standard Adj'), 'Adjustment Number' (set to 'Adding a new adjustment'), and 'Quarter' (set to '0'). A small square icon with a bent top-right corner is highlighted with a red arrow. To the right, a list of employees is visible, with a red arrow pointing to it.

## 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.

The screenshot shows the 'Earning Detail Information' table with the following data:

Category	Code	Gross Amount	Hours	Labor Distribution	G/L Code
01	Earnings	STIP - STIPENDS (R)	200.00		
02					
03					
04					
05					

A red arrow points to the 'Earnings' category in the first row of the table.

## Go to the ACH & Balancing tab

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LOGOUT PREVIOUS NEXT SAVE DOCUMENTS CONT

MAIN MENU

SELECT COMPANY

COMPANY MAINT.

GLOBAL UTILITIES

BEGIN PAYROLL

EMPLOYEE MAINT.

HOURS & DOLLARS

- Import Utility
- Detailed Hours Entry
- Browse Transactions
- Paycheck Options
- Extended Hours & Dollars
- Time Card Details
- Custom Hours Entry
- Balance Payroll

### Year-To-Date Adjustments

Adjustment Taxes Deductions **ACH & Balancing**

Adjustment Type: Standard Adj Adjustment Number: 01 - Year-to-date Adjustment Quarter: 0

ACH Detail Information

ACH Description	Amount	G/L Code
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Balancing Information

Total Earnings	Total Taxes	Total Deductions	Total ACH	Net Check Amount	Balance
200.00	0.00	0.00	0.00		200.00

Check Number: 0 Employee Taxes: 0.00 Employer Taxes: 0.00 Net G/L Code:

Cancel Save

Enter the amount from the **Balance** box (in red) in the **Net Check Amount** box then hit Save.

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- Time Card Details
- Custom Hours Entry
- Balance Payroll
- Hours & Dollars Proof Listing Report
- Employees Not Paid Report
- Preview Payroll

### Year-To-Date Adjustments

Adjustment Taxes Deductions **ACH & Balancing**

Adjustment Type: Standard Adj Adjustment Number: 01 - Year-to-date Adjustment Quarter: 0

ACH Detail Information

ACH Description	Amount	G/L Code
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Balancing Information

Total Earnings	Total Taxes	Total Deductions	Total ACH	Net Check Amount	Balance
200.00	0.00	0.00	0.00	200.00	200.00

Check Number: 0 Employee Taxes: 0.00 Employer Taxes: 0.00 Net G/L Code:

Cancel Save