

Adjustment (Special)



This form is for Payroll purposes only and is primarily used to override the default amount that appears on the Adjustment form when entering a particular adjustment for a particular day of the week. This form is opened from the View Form list in the Employee Header.

Pay Rates

Pay per Unit 1	£24,000.00	Pay Unit	Year
Pay per Unit 2	£0.00		
Pay per Unit 3	£0.00		

Special Day Rates

Adjustment	Start Day	End Day	Pay Rate	Per Unit
OverTime	Saturday	Sunday	£23.00	Hour
*			£0.00	

Balances Brought Forward

Year	2005	Gross Income	£12,000.00
		Taxable Gross	£12,000.00
		Tax Paid	£2,400.00
		Pension Paid	£600.00
		SI Paid	£7,200.00

Pay Rates

The Pay per Unit 1 field here corresponds to the Pay per Unit field on the Employee form. A second and third Pay per Unit can also be entered here so that different hourly rates can be assigned to the employee, perhaps for different shifts or types of work. When setting up Adjustment Types (see page **Error! Bookmark not defined.**) it is possible to set a default Value based on Pay per Unit 1, 2 or 3, by using the Calc Default From field.

Special Day Rates

Adjustment

The Adjustment Type that will be treated in a special way for the current employee.

Start Day

The day of the week from which the adjustment will be treated differently.

End Day

The day of the week to which the adjustment will be treated differently.

Pay Rate

The new default rate for this adjustment, between these days, for this employee.



The combination of different Pay Rates and Special Day Rates means that however complex the range of pay rates an employee has, they can always be defined in TT PAPA so that when adjustment are entered the correct Value is always calculated correctly.

Balance Brought Forward

Amounts here will be added to the Year To Date figures on the printed payslips for any payslip in the Year selected. This is most useful when first using TT PAPA to bring in the Year To Date figures from an old payroll system or old payslips.

Example:

It has been agreed with the current employee that on weekends their 'Overtime' rate is £23.00 an hour (see screenshot above).