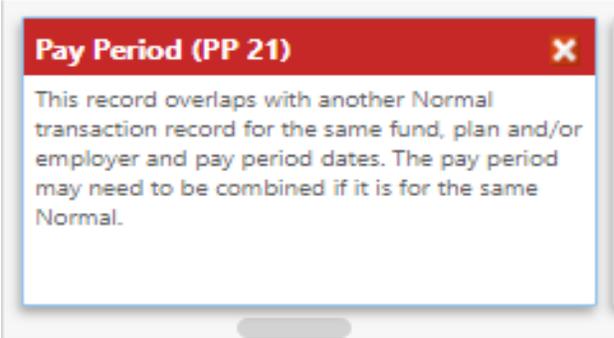


Pay Period Adjustments

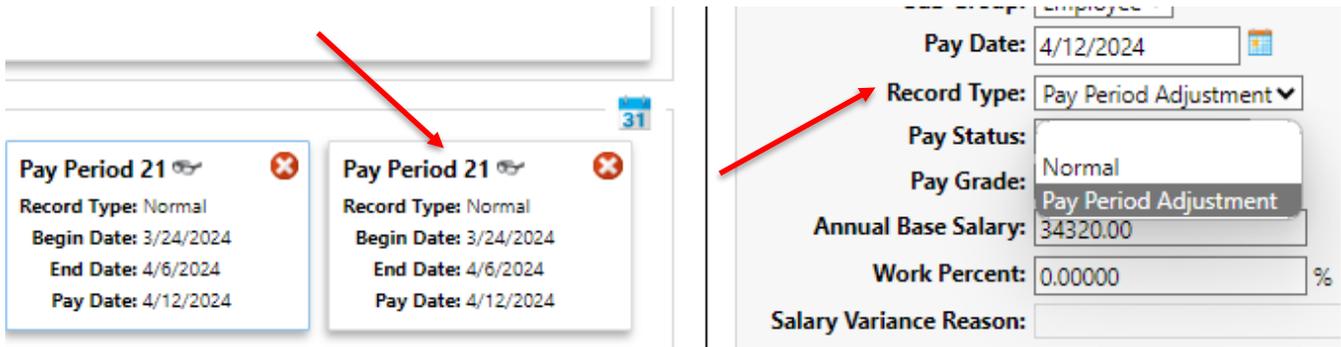
When an employer issues additional payments to a member, such as termination pay, balloon payments for teachers, or any other stipends/payouts, a Pay Period exception will occur.

This exception is due to the employer reporting multiple pays within the same pay period dates.

To clear this exception, click the **Pay Period Exception Card** to open the member record.



Click on the **Pay Period Card** that is being reported as extra pay and look at the Record Type in Pay Period Details on the righthand side of the screen. By default, the **Record Type** status will say normal.



Click on the drop-down menu and select **Pay Period Adjustment** then hit update to save the change.

When reporting a pay period adjustment, you need to use the same begin and end date that is in your pay period schedule. However, the pay period date for an adjustment can be reported as a different pay date.

Alternative Method: Change Pay Record Type in XML file

To avoid making manual adjustments, employers can change the pay **Record Type** in their XML file before submitting it.

The default record type for a normal pay period is **2544**. An employer can change the record type **2547** for Pay Period Adjustments related to balloon payments or any other stipends/pay outs.

As with clearing the exception, if you are going to do pay period adjustments within your file, use the same pay period dates as the original record, but with the record type changed to 2547. Only the begin and end dates must match the pay period schedule; the pay period date for an adjustment can be reported as a different pay date.

Note: When making a Pay Period Adjustment, do not change the Employment Type or Annual Base Salary, as this will also change these details in the regular pay period.

How to Adjust XML File

In the example below, Pay Period 1 is 3/24 to 4/6, with a pay date of 4/11 for the normal reporting period. For Pay Period 30, which is the balloon payment, change the begin date to 3/24 and the end date to 4/6, and leave the pay date as 4/25.

Make sure you change the record type to 2547 in Pay Period 30, which changes record type from Normal to Pay Period Adjustment.

```
<PayPeriod PayPeriodID="1" BeginDate="2024-03-24" EndDate="2024-04-06" PayDate="2024-04-11"
  EmploymentType="FT10" SubGroup="30000163" RecordType="2544" AnnualBaseSalary="65000.00" FinalReportingPayPeriod="0">
  <Contribution ContributionType="501" PreTaxAmount="173.90" PostTaxAmount="0.00"/>
  <ContractInformation ContractBeginDate="2023-09-01" ContractEndDate="2024-08-31"
    ContractSalary="64590.99" PayPeriodFrequency="26" JobShareFlag="0" JobSharePosition=""
    ApplyToSubsequentPayPeriodsFlag="0"/>
  <SalaryComponent SalaryComponentType="Base Pay" SalaryAmount="2484.30"/>
</PayPeriod>
<PayPeriod PayPeriodID="30" BeginDate="2024-03-24" EndDate="2024-04-06" PayDate="2024-04-25"
  EmploymentType="FT10" SubGroup="30000163" RecordType="2547" AnnualBaseSalary="65000.00" FinalReportingPayPeriod="0">
  <Contribution ContributionType="501" PreTaxAmount="173.90" PostTaxAmount="0.00"/>
  <ContractInformation ContractBeginDate="2023-09-01" ContractEndDate="2024-08-31"
    ContractSalary="64590.99" PayPeriodFrequency="26" JobShareFlag="0" JobSharePosition=""
```

Note: Employers also may want to contact their payroll software vendor to inquire whether the pay period adjustment feature can be programmed directly into the file.