

## Timesheet Extra Pay and Counter Adjustments

Counter values may be added to or subtracted from current and previous timesheets using the Extra Pay & Counter Adjustments tab.

Examples of adjustments include adding extra pay for items like bonuses and expense reimbursements or correcting recorded time from a prior pay period.

### Enter Adjustments and Extra Pay on a Timesheet

The Extra Pay and Counter Adjustments tab is accessed from an employee timesheet.

#### Navigation: Menu > Team > Time > Timesheets > All Timesheets

1. From the **All Timesheets** page, select **Edit Timesheet** for the applicable employee timesheet.

The **Timesheet Edit** page for the selected timesheet appears.

2. Select the **Extra Pay & Counter Adjustment** tab.
3. Select **Add Extra Pay & Counter Adjustment** or select **Add Rows**.
4. At the **Record Date** field, select the applicable date.
5. At the **Counter** field, select the applicable counter.
6. At the **Cost Center** field, select the applicable cost center
7. Enter a value for the adjustment at the **Quantity**, **Amount**, or **Time** field. These fields are enabled or disabled based on the selected Counter type.
8. (Optional) Select **Note** to enter a comment for the entry.
9. Select **Save**.
  - a. For companies with Attachments enabled within the Timesheet Profile, select the **Attachments** icon in the applicable row to attach a supporting document or receipt.

**Important** Hours adjustments made at the **Extra Pay & Counter Adjustments** tab do not affect accrual time taken. To adjust time taken for an accrual (such as Sick or PTO), the correction must be recorded as a time entry on the **Time Entry** tab.