

Timesheet Extra Pay and Counter Adjustments

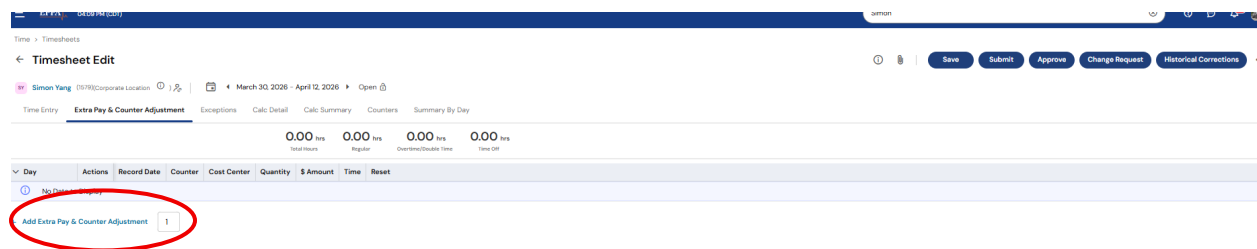
Counter values may be added to or subtracted from current and previous timesheets using the Extra Pay & Counter Adjustments tab. Cost Center adjustments include: admin time, education, on-call, and training hours or correcting recorded time from a prior pay period.

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** in the lower left 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
 - a. Cost Center will default for the default location of the employee
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. Time: Although this is a counter “how many” of the Counters do you want.
 - a. Ie; On Call – IT \$20 = 1 (this will pay \$20 of on-call bonus for that one day)

- b. Most counters are 1, however, not all and if you have any questions about Extra Pay & Counter Adjustment please contact the EPPA Payroll Department.

The screenshot displays the 'Timesheet Edit' interface for Simon Yang. The top navigation bar includes the EPPA logo, the date '04/12/2026', and a search bar. Below the navigation bar, the user's name 'Simon Yang' and corporate location are shown. The main content area features a table with columns: Day, Actions, Record Date, Counter, Cost Center, Quantity, \$ Amount, Time, and Reset. The table shows a single entry for Monday, March 30, 2026, with a counter of 'On Call - IT \$20', a cost center of 'EPPA/Corporate Of/Corporate Zi/Corporate Lo', a quantity of 1000, a \$ amount of \$ 1.00, and a time of 1.00. A red circle highlights the 'Time' column for this entry. The 'Reset' column for this entry has a checkbox that is currently unchecked. Below the table, there is a button labeled 'Add Extra Pay & Counter Adjustment' with a '1' next to it.

9. (Optional) Select Note to enter a comment for the entry.

10. 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**.