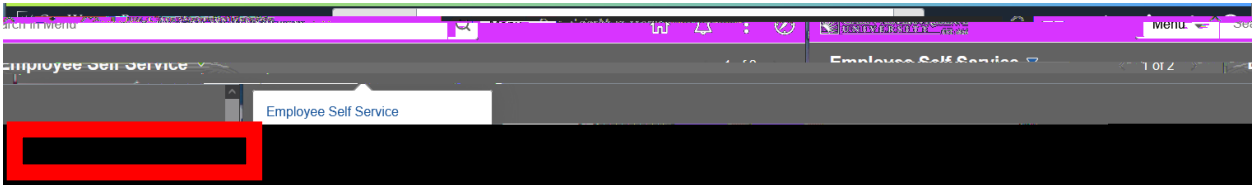


Managers can create alternate distributions for an employee's salary using the Salary Adjustment function.



1.	Select the Home Page.
2.	Select the .
3.	Select link from the side menu.





think beyond the possible

[Home](#) | [My Profile](#) | [My Salary](#) | [My Payroll](#) | [My Benefits](#) | [My Time](#) | [My Documents](#) | [My Alerts](#) | [My Settings](#) | [My Account](#) | [My Help](#)

1/2020 Empl ID: 1234567 Rcd#: 0 - Test, User Pay End Dt: 01/31/2020

Department: Position: Title: Line: Rate: Status: Action:

Total Distributed This Period: 3912.42

Account	Amount
10000000	3912.42

 The screenshot also shows navigation buttons: Return to Search, Next in List, and Previous in List.

7.	<p>The Salary Adjustment page appears. Here you can view specific information about the employee including _____, _____, _____, _____, _____ (Account) and _____.</p> <p>Below the employee data is the Salary Distribution block, which displays the total dollar amount paid for that accounting period and the salary distribution</p> <p>Click the _____ button.</p>
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10.	Use the [redacted] button to attach documentation for Sponsored project approval.
11.	When finished, click the [redacted] button.
12.	To return to the salary adjust0527 0 Td(n f)2 ah004f8s2(c)4T8 rg6-(or)