

9.2 Adjusting Year-to-Date Check Balances

Purpose: Use this document as a reference to adjust an employee's year-to-date balances.

Audience: Payroll Specialists.

! You must have at least one of these local college managed security roles:

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Adjust Year-to-Date Check Balances

Navigation: NavBar > Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > Check Year-to-Date

1. The **Check Year-to-Date** search page displays.
2. Enter the desired information into the **Empl ID** field.
3. Select the **Search** button.

Check Year-to-Date

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. The **Check Year-to-Date** page displays.
5. The **Adjust Check YTD Balance 1** page enables a user to identify the company, balance ID, year, and period for which a user adjusts an employee's year-to-date check balances.
6. Enter the desired information into the **Company** field.
7. Select the **Balance ID**.
8. Identify the type of balance being adjusted, such as calendar year, fiscal year, and so forth. Enter the desired information into the **Balance ID** field.
9. Select the **Year** field.
10. In the **Year** field, specify which calendar year adjustment this adjustment is for - Enter the desired information into the **Balance ID** field.
11. Select in the **Period** field.
12. Identify the **Period** within the **Balance ID** that is to be adjusted. For example, if the calendar year and the fiscal year span difference time periods, September would be period 9 for the calendar year and could be period 1 for the fiscal year - Enter the desired information into the **Period** field.
13. Select the **Reason for Adjustment** field - Enter the desired information into the **Reason for Adjustment** field.
14. Select the **Save** button.

Adjust Check YTD Balance 1 | Adjust Check YTD Balance 2

Person ID 101000000

Balance Information

*Company

*Balance ID

*Year

*Period

Quarter

Reason for Adjustment

Save | Return to Search | Notify

Adjust Check YTD Balance 1 | [Adjust Check YTD Balance 2](#)

15. When a user saves the Adjust Check YTD Balance 1 page, the system automatically redirects you to the **Adjust Check YTD balance 2** page. Enter the desired information into the **Adjustment to Year-to-Date** field. Use the **Adjust Check YTD Balance 2** page to review and change the employee's YTD check balances.
16. Enter the desired information into the **Adjustment Year-to-Date** field.
17. Select in the **Adjustment to Year-to-Date** field - Enter the desired information into the **Adjustment to Year-to-Date** field.
18. Select the **Save** button.

Adjust Check YTD Balance 1 **Adjust Check YTD Balance 2**

Person ID 101000000

Balance Adjustments

Company 170 WA STATE COMM COLL DIST 17 Year 2017
 Balance ID Calendar Year - 170 Quarter Quarter 4
 Period October

Total Gross		Total Taxes	
Adjustment to Year-to-Date	<input type="text"/>	Adjustment to Year-to-Date	<input type="text"/>
Current Year-to-Date	\$23,687.32	Current Year-to-Date	\$4,694.44

Total Deductions		Net Pay	
Adjustment to Year-to-Date	<input type="text"/>	Adjustment to Year-to-Date	\$0.00
Current Year-to-Date	\$83.48	Current Year-to-Date	\$18,909.40

Suspend Adjustment

Save Return to Search Notify

[Adjust Check YTD Balance 1](#) | [Adjust Check YTD Balance 2](#)

19. The process to adjust year-to-date check balances is now complete.
20. End of procedure.