

# AdjustPay-Salary Advance Enhancement Quick Reference Guide

## Table of Contents

How to log in to the AdjustPay Application	pages 3-5
How to select the type of employee	page 6
How to select the type of transaction	page 7
How to process an adjustment without a salary advance	pages 8-12
How to process an adjustment with a salary advance	pages 13-17
How to process a salary advance with no adjustment (AIC 754)	pages 18-20

**To access the AdjustPay application:**

# Blue United States Postal Service

You deliver for the country, we deliver for you.



Search | Contact Blue | LiteBlue | Help | USPS.com

Home | My Work | My Life | Inside USPS | Wednesday, January 24, 2018

### TACS Home

- Start TACS
- TACS Help Desk
- PS Form 1723
- TACS Overview - Lead Clerk
- TACS Coordinator Page
- Contact Us/Report Problem
- TACS Training
- Need Access to TACS?
- Forgot TACS Password?
- **AdjustPay**
- eRMS Home Page
- TACS HEBR Page
- Timekeeping SOP's

## Time and Attendance Collection System



Forgot your password? Use the web-based **ePasswordReset** to reset your password.

Experiencing Problems? Click this link to view **TACS Problem Reporting Procedures**.

#### Restricted Information

##### WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. 7 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

**Click link to enter the Adjustpay**

Contact Us

# Blue United States Postal Service

You deliver for the country, we deliver for you.



Search | Contact Blue | LiteBlue | Help | USPS.com

Home | My Work | My Life | Inside USPS | Wednesday, January 24, 2018

### TACS Home

- Start TACS
- TACS Help Desk
- PS Form 1723
- TACS Overview - Lead Clerk
- TACS Coordinator Page
- Contact Us/Report Problem
- TACS Training
- Need Access to TACS?
- Forgot TACS Password?
- **AdjustPay**
- eRMS Home Page
- TACS HEBR Page
- Timekeeping SOP's

## AdjustPay

**AdjustPay On Demand Training Registration and Course**

**AdjustPay User Guide (Course 31202-25)**

**Start AdjustPay**

Forgot your password? Use the web-based **ePasswordReset** to reset your password.

Experiencing Problems? Click this link to view **TACS Problem Reporting Procedures**.

#### Restricted Information

##### WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. 7 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

Contact Us

## Welcome to AdjustPay Application

AdjustPay is an application to automate and re-engineer the Form 2240 (Pay, Leave and Other Hours Adjustments Requests).

### Important Information

[eRMS Home Page](#) | [TACS](#)

### Application Access

[Enter Application](#)

[Reset Password](#)  
[Need Access?](#)

### Restricted Information

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system. Information within this application is designated as sensitive or business-controlled sensitivity and should be protected from unauthorized access or disclosure. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. ~ 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

### Help

Need Help. Contact your local TACS Coordinator.

## AdjustPay Bulletin

### AdjustPay Guidelines

Nov 15, 2017

#### AdjustPay application is used for the following:

- Hours Adjustment-(City Only)
- Hours Adjustment with a Salary Advance-AIC 554(City Only)
- Salary Advance for Missing Check-AIC 754(City and Rural)

#### Adjustments that cannot be made in AdjustPay



- for Grievances or Settlements and certain other types of adjustments
- when returning a payroll check to Eagan Disbursing
- when Accounting Services is working on an invoice

#### Grievance Settlements and Other Adjustments - NOT PERMITTED in AdjustPay

AdjustPay is designed for processing payroll adjustments that are the result of timekeeping errors and simple administrative errors in timekeeping (Ex: An adjustment that is needed because the wrong type of leave was

[Continue to Logon](#)

AdjustPay

# Logon

enter ID and password

Logon ID:

Password:

Change Password:

Retype Password:

[Need Approval to Use this Application?](#)  
[Forget Your Password? Click here to reset it.](#)

**Select employee type for the Adjustment and or Salary Advance**



**Payroll Automation Management System**

Wednesday, January 24, 2018 10:30:25 AM CST

**USPS RESTRICTED INFORMATION**

Logout

**AdjustPay Employee Type**

Profile Forms

**USPS RESTRICTED INFORMATION**

Select Employee Type

Select employee type



<input type="radio"/> City(Non-Rural)
<input type="radio"/> Rural

**NOTE: Rural Employee selection is only valid for a salary advance for a lost or missing check AIC 754. Pay adjustments for Rural employees must be completed on PS form 2240R/2240RA and submitted through eIWS On-Line forms.**

**Select type of transaction based on employee type**



AdjustPay Employee Type Logout

Profile Forms USPS RESTRICTED INFORMATION

Select Employee Type

Select what transaction(s) needed

City(Non-Rural)  
 Rural

Pay Adjustment ONLY  
 Pay Adjustment with Salary Advance(AIC 554)  
 Salary Advance ONLY(Missing/Lost check-AIC 754)

**If Rural is selected the only option available is Salary Advance for lost or missing check**



AdjustPay Employee Type Logout

Profile Forms USPS RESTRICTED INFORMATION

Rural employees only for Salary advance for missing/lost checks AIC 754

Select Employee Type

City(Non-Rural)  
 Rural

Salary Advance ONLY(Missing/Lost check-AIC 754)

Adjustment only (without Salary Advance)

Select Employee Type

Choose for normal pay adjustments

City(Non-Rural)  
 Rural

Pay Adjustment ONLY  
 Pay Adjustment with Salary Advance(AIC 554)  
 Salary Advance ONLY(Missing/Lost check-AIC 754)

- Overview
- Coordinator
- Accounting Services
- TACS
- Main Menu

Check EIN or SSN radio-buttons before entering employee data

SSN: [ ] - [ ] - [ ]  
 EIN: [ ]  
YR/PP: [ ] / [ ]  
 Wk1  Wk2

[Get Data](#) [Reset](#)

Adjustment can be processed as normal



Answer the indicative questions



Logout

AdjustPay

Profile Forms

USPS RESTRICTED INFORMATION



Are you currently this employees' manager/supervisor OR were you this employees' manager/supervisor for the week you are adjusting OR are you a PCES AdjustPay delegate?

- Yes
- No

Return to MainMenu

Log Out of AdjustPay

PAMS - AdjustPay 3.0.51 (02/12/2018 10:31:07 AM)

Brought to you in partnership by the [Eagan ASC](#) and [Information Technology](#)



Logout

AdjustPay

Profile Forms

USPS RESTRICTED INFORMATION



Reason for Adjustment (select appropriate option)

- Basic time and attendance hours correction.
- Grievance(including Step 1), EEOC, MSPB Decision, Legal Award, etc.,
- Leave Buyback due to injury compensation claim.
- Salary Difference due to Form 50 Error.

Return to MainMenu

Log Out of AdjustPay

PAMS - AdjustPay 3.0.51 (02/12/2018 10:31:07 AM)

Brought to you in partnership by the [Eagan ASC](#) and [Information Technology](#)

If the reason for the adjustment is anything other than basic time and attendance hours correction the following message will be displayed.



## Payroll Automation Management System

Tuesday, February 13, 2018 2:15:37 PM CST

USPS RESTRICTED INFORMATION

Logout

AdjustPay

[Profile](#) [Forms](#)

USPS RESTRICTED INFORMATION

1

2

### Grievance, EEOC, MSPB Decision, Legal Award, Back Pay, etc.

Please contact your local labor office and/or your local  
GATS Coordinator.



### Leave Buyback

Please contact your local Health and Resource  
Management office for guidance.

### Salary Difference

Please contact Local HR Services for guidance.

[Return to MainMenu](#)

[Log Out of AdjustPay](#)

PAMS - AdjustPay 3.0.51 (02/12/2018 10:31:07 AM)

Brought to you in partnership by the [Eagan ASC](#) and [Information Technology](#)



**Example of the AdjustPay Certification with no salary advance**



**Payroll Automation Management System**

Tuesday, February 13, 2018 2:27:06 PM CST

**USPS RESTRICTED INFORMATION**

Logout

**AdjustPay**

- Print
- New SSN
- Main Menu
- New YRPPW

**AdjustPay Certification**  
**USPS RESTRICTED INFORMATION**

Print Date/Time: 2/13/18 2:27:06 PM CST (Central Time)

Current YY-PP-W 2018-04-2

Employee: 04266404 BLACK, EILIAN V PP Adjusted YY-PP-W  
Finance No. 510128 PFC 220

**History:**

**Adjust To:**

Base Card: 0 RSC: Q7 Level: 02 D/A: 134

Hrs Code	Description	Hours	Hrs Code	Description	Hours
052-00	WORKHOURS	44.71	052-00	WORKHOURS	48.71
053-00	OVERTIME	4.71	053-00	OVERTIME	8.71
054-00	NIGHTWORK	0.07	054-00	NIGHTWORK	0.07

Adjustment Type: W - Incorrect or missing ring or authorization

**Supporting Remarks:**

Missing 4 hours overtime for 1/4

I certify that the information above accurately describes my hours for the indicated pay period and authorize the USPS to adjust my salary accordingly.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

I certify the above information accurately describes the employee's hours for the indicated week and is not the result of Grievance, Back Pay, EEOC or MSPB settlement/award."

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizer Name:  
(File with T&A records)

Authorizer ID:

Back

**Adjustment with a salary advance (only one salary advance issuance per pay period)**



**Payroll Automation Management System**  
 Tuesday, February 13, 2018 2:28:52 PM CST USPS RESTRICTED INFORMATION  
Logout

**AdjustPay Employee Type**

Profile Forms
**USPS RESTRICTED INFORMATION**

Select Employee Type


City(Non-Rural)  
 Rural

Pay Adjustment ONLY  
 Pay Adjustment with Salary Advance(AIC 554)  
 Salary Advance ONLY(Missing/Lost check-AIC 754)

For adjustment with salary advance



PAMS - AdjustPay 3.0.51 (02/12/2018 10:31:07 AM)  
 Brought to you in partnership by the Eagan ASC and Information Technology



**Payroll Automation Management System**  
 Wednesday, January 24, 2018 12:38:01 PM CST USPS RESTRICTED INFORMATION  
Logout

**AdjustPay**

Profile Forms
**USPS RESTRICTED INFORMATION**

Check EIN or SSN radio-buttons before entering employee data

SSN:  -  -

EIN:

YR/PP:  /   
 Wk1  Wk2  Both Wk1 & Wk2

Enter EIN or SSN

enter relevent year and pay period

Select week(s) salary advance is being issued for

Overview

Coordinator

Accounting Services

TACS

Main Menu

PAMS - AdjustPay 3.0.46 (12/20/2017 10:06:39 AM)  
 Brought to you in partnership by the Eagan ASC and Information Technology



Authorization page (click show calculation to display Calculation page)



# Payroll Automation Management System

Monday, February 12, 2018 4:04:54 PM CST

USPS RESTRICTED INFORMATION

Logout

AdjustPay - AIC 554

Salary Advance Amount

Name:   
EIN:   
Year Pay Period:   
AdjustPay Calculated Amount:

Show Calculation

Click to show calculations

I authorize this Emergency Salary Issuance(salary advance)

Click to authorize salary advance

Yes

No

PAMS - AdjustPay 3.0.54 (02/12/2018 10:31:07 AM)

Brought to you in partnership by the Eagan ASC and Information Technology

Calculation page

Dollar amounts below are estimate used solely to calculate the Emergency Salary Issuance (Salary Advance)

NOTE: When printing, it is normally best to select "Landscape"

EIN: 01256617 Name: BRETT Y SMITH

PP: 2018/02/1

Was Paid:

Paid Code	Description	Hours	Dollar Amt
60	FULL DAY LWOP	40.00	0.00

Changed to:

Paid Code	Description	Hours	Dollar Amt
60	FULL DAY LWOP	0.00	0.00
55	ANNUAL LEAVE	40.00	1191.90

Difference:

Paid Code	Description	Hours	Dollar Amt
60	FULL DAY LWOP	-40.00	0.00
55	ANNUAL LEAVE	40.00	1191.90

Week 1 Gross Amount = \$1,191.90

PP: 2018/02/2

Was Paid:

Paid Code	Description	Hours	Dollar Amt
-----------	-------------	-------	------------

Changed to:

Paid Code	Description	Hours	Dollar Amt
-----------	-------------	-------	------------

Difference:

Paid Code	Description	Hours	Dollar Amt
-----------	-------------	-------	------------

Week 2 Gross Amount = \$0.00

Annual Hourly Rate = 29.7976  
Salary Hourly Rate = 29.7976  
Week 1 Gross Amount = \$1,191.90  
Week 2 Gross Amount = \$0.00  
Total Gross Amount = \$1,191.90  
Amount Authorized = \$775.00

NOTES:

Amount Authorized = Total Gross Amount X's 65%, round up to nearest \$5.00.

Print

PLEASE NOTE CALCULATION FORMULA



**Example of the AdjustPay Certification with salary advance**

UNITED STATES POSTAL SERVICE Payroll Automation Management System  
 Monday, February 12, 2018 4:11:24 PM CST USPS RESTRICTED INFORMATION

AdjustPay [Logout](#)

Print  
 New SSA  
 Main Menu  
 New TSPFN

### AdjustPay Certification

USPS RESTRICTED INFORMATION

Print Date Time: 2/12/18 4:11:24 PM CST (Current Time)      Current YY-PP-W      2018-04-2

Employee: 01256417	SSGTH, BERTY Y	PP Adjusted YY-PP-W	18-02-1
Finance No: 459825		PEC	295

Idenity: Base Card: 0 B3Cr: Q    Level: M    B/A: L34      Adjust Tot:

His Code	Description	Hours	His Code	Description	Hours
060-00	FULL DAY LWOP	40.00	060-00	FULL DAY LWOP	0.00
			055-00	ANNUAL LEAVE	40.00

Adjustment Type: L - lowest leave type

Supporting Remarks:

LWOP should be annual leave

I certify that the information above accurately describes my hours for the indicated pay period and authorize the USPS to adjust my salary accordingly.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify the above information accurately describes the employee's hours for the indicated week and is not the result of Grievance, Back Pay, EEOC or 3357B retroactive pay.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizer Name: MOODY TMOBHY      Authorizer ID: pmpedf  
 (File with T&A records)

Amount Authorized = Total Gross Amount X's 65% (must up to receive \$5.00)

Emergency Salary Advancement (as low as PS Form 1503, Emergency Salary Advancement and Retage)			
UCSSA	Salary Check Substantially Less Than Net Amount Due	PP	Year
		02	18
			Amount of Advance for Week 1
			= \$774.74

Employee Signature: (I hereby certify that I have received an emergency salary payment of the stated amount. I authorize the USPS to receive this amount upon receipt of the missing check or to the calculation of the salary check that reflects the appropriate adjustment, or subsequent salary checks, as required, to satisfy this debt.)	Printing Rate: Unit Number (30-digits)	Amount of Advance for Week 2
	Date of Issue	Total Amount of Advance for Pay Period
Date	Authorizer's Printed Name	= \$775.00
Authorizer's Signature: (It is your responsibility to promptly settle outstanding salary advances.)	MOODY TMOBHY	
Date	Authorizer's Phone Number (include area code)	

Valid Date Range To Issue Advance: 02/12/18-02/20/18

Scan Here

0000 0000 8990 0125 6417 077500 554 0218 190210

Signed Certification is printed and submitted to the window unit for Salary Advance to be issued.

**Example of salary advance only (lost or missing check)**



Logout

**AdjustPay Employee Type**

Profile Forms USPS RESTRICTED INFORMATION

Select Employee Type

City(Non-Rural)  
 Rural

For Salary Advance only no adjustment

Pay Adjustment ONLY  
 Pay Adjustment with Salary Advance(AIC 554)  
 Salary Advance ONLY(Missing/Lost check-AIC 754)



Logout

**AdjustPay**

Profile Forms USPS RESTRICTED INFORMATION

Check EIN or SSN radio-buttons before entering employee data

SSN: [ ] - [ ] - [ ]  
 EIN: [ ]  
 YR/PP: [ ] / [ ]

**Enter SSN or EIN**

Get Data Reset

Overview  
 Coordinator  
 Accounting Services  
 TACS  
 Main Menu

Example of indicative data associated with the payroll check issued.

Urgent Notice message MUST be read before proceeding



# Payroll Automation Management System

Monday, February 12, 2018 2:56:26 PM CST

USPS RESTRICTED INFORMATION

Logout

## AdjustPay - AIC 754

Main Menu

Profile Forms

USPS RESTRICTED INFORMATION

Name: KASEY C KLEIN JR  
EIN: 01222803  
Year Pay Period: 201718  
Net amount of the check: 489.61  
Check#: 48405636

**IMPORTANT... READ Before Continuing**

URGENT NOTICE:

If you proceed with authorizing this Emergency Salary Issuance (Salary Advance) the system will automatically process a STOP PAY on the employees Missing/Lost check with the bank when the advance is issued at the retail unit or at 9:00 PM Central Time today - whichever comes first. If the missing/lost check is located prior to close 9:00 PM Central Time today, you must cancel this authorization immediately. Failure to cancel this authorization prior to 9:00 PM Central Time today will result in the STOP PAY for the lost/missing check being irrevocable. At that point the only way the employee may be paid is via this salary advance authorization. Proceed?

Click "YES" to approve

YES

NO


PAMS - AdjustPay 3.0.51 (02/12/2018 10:31:07 AM)

Brought to you in partnership by the Eagan ASC and Information Technology

**Example of PS Form 1608 (print, sign, and present to window unit for issuance)**

Print  
Main Menu

Form 1608 is printed and taken to window unit for processing and advance

 <b>AdjustPay Emergency Salary Issuance(Salary Advance)</b> <i>(Only for non-receipt of salary check)</i>			
Employee Name: <b>KASEY C KLEEN JR</b>	EIN: <b>01222803</b>	P-P-YY: <b>2017/18</b>	Unit ID .....
Position: <b>MAIL PROC CLK</b>	Pay Location: <b>221</b>	Date: <b>Feb 12, 2018</b>	
Emergency Salary authorized to employee due to non-receipt of salary check. Post Office or postal retail unit will: 1) Issue no-fee Money Order for the authorized amount. 2) Record this amount into AIC 754, Authorized Emergency Salary Issued, in the 1412 Daily Financial Report. 3) Keep form on file locally.			
No-fee postal money order is issued as an authorized emergency salary to the above employee for the amount of \$			
Numeric Amount <b>\$489.61</b>	Written Amount Dollars		
Money Order Number			
Privacy Act statement: Your information will be used to administer your compensation and payroll request. Collection is authorized by 39 U.S.C. 401, 409, 410, 1001, 1003, 1004, 1005, and 1206. Providing the information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; to the Merit Systems Protection Board or Office of Special Counsel; and records pertaining to supervisors and postmasters may be disclosed to supervisory and other managerial organizations recognized by USPS.			
Signature of Supervisor Authorizing the Emergency Salary		I hereby certify that I have received the above amount and will repay that amount upon receipt of my salary check.	
		(Employee's signature and date)	

Scan Here 

0000 0000 0989 0122 2803 048961 754 1817 180912

Expiry Date: 02/12/18-08/12/18