# AdjustPay-Salary Advance Enhancement Quick Reference Guide

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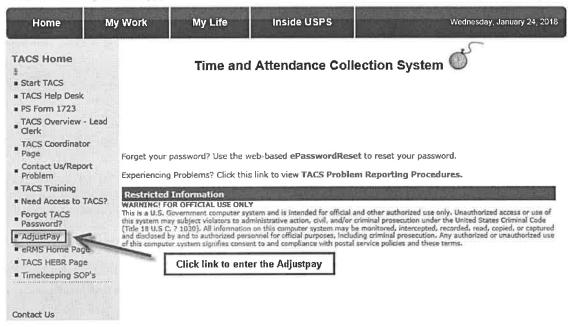
### To access the AdjustPay application:

## **Blue** United States Postal Service



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



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Home	My Work	My Life	Inside USPS	Wednesday, January 24, 2019
TACS Home  Start TACS TACS Help Desk PS Form 1723			AdjustP	ay
TACS Overview - L	ead AdjustPay	On Demand Traini	ng Registration and Course	
TACS Coordinator Page	AdjustPay	User Guide (Cours	se 31202-25)	
Contact Us/Report Problem	Start Adjus	stPay		
TACS Training	State		<b>-</b>	
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Forgot TACS Password?				
<ul> <li>AdjustPay</li> </ul>	Forget your	password? Use the v	veb-based <b>ePasswordReset</b> to	reset your password.
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TACS HEBR Page	expenencing	Frogrenis: Cick till	S IIIK LO VICW IACS FIODIEII RO	cyoning raviedures.
Timekeeping SOP's	Restricted	Information		
Contact Us	This is a U.S. G this system ma (Title 18 U.S C. and disclosed b	y subject violators to ad 7 1030). All information by and to authorized per	stem and is intended for official and ot iministrative action, civil, and/or crimin n on this computer system may be mor	ther authorized use only. Unauthorized access or use of tall prosecution under the United States Criminal Code nitored, intercepted, recorded, read, topied, or captured riminal prosecution. Any authorized or unauthorized use ce policies and these terms.



Home | Help | Overview | AdjustPay Manager | Report Problems

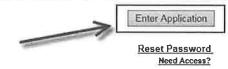
#### **Welcome to AdjustPay Application**

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

#### **Important Information**

**Application Access** 

eRMS Home Page | TACS



#### **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

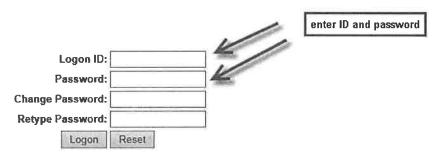


Wednesday, January 24, 2018 10:26:01 AM CST

**USPS RESTRICTED INFORMATION** 

## AdjustPay

## Logon



Need Approval to Use this Application?

Forget Your Password? Click here to reset it.

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



Profile Forms

## **Payroll Automation Management System**

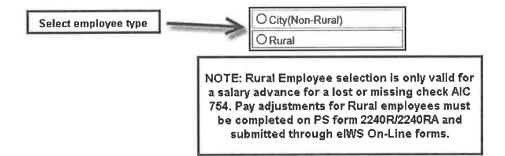
Wednesday, January 24, 2018 10:30:25 AM CST

**USPS RESTRICTED INFORMATION** 



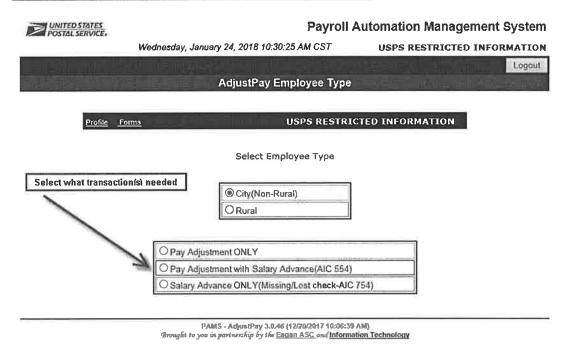
**USPS RESTRICTED INFORMATION** 

Select Employee Type

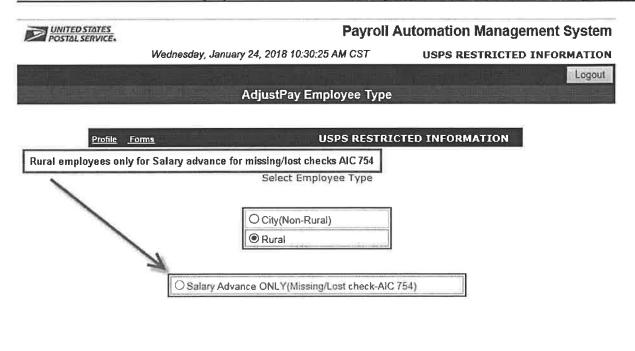


PAMS - AdjustPay 3.0.46 (12/20/2017 10:06:39 AM)
Grought to you in partnership by the <u>Eagan ASC</u> and <u>Information Technology</u>

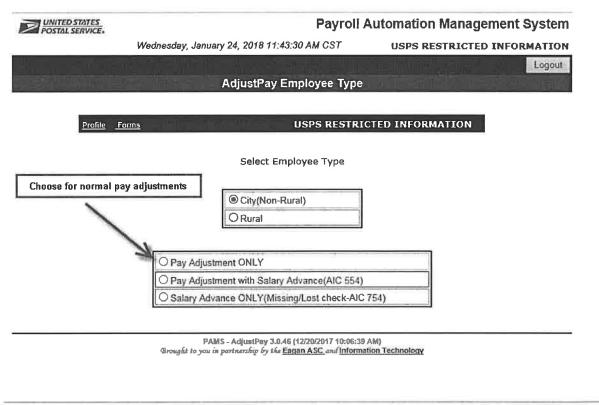
#### Select type of transaction based on employee type



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



## Adjustment only (without Salary Advance)

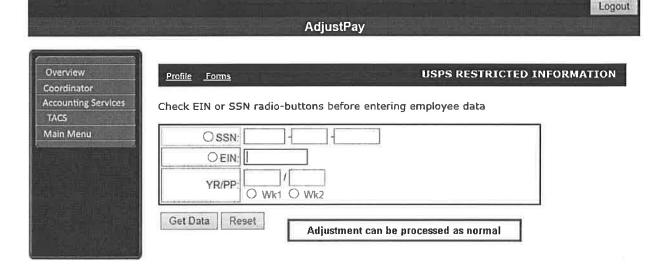


UNITED STATES
POSTAL SERVICE.

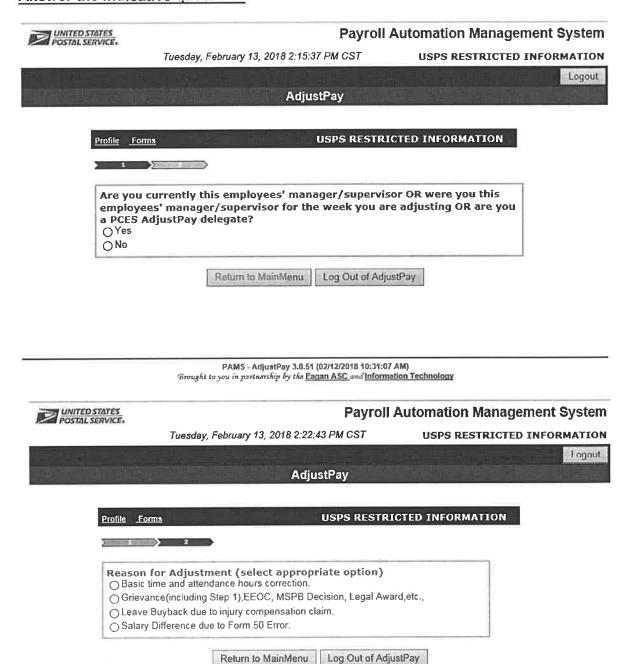
## **Payroll Automation Management System**

Wednesday, January 24, 2018 12:17:13 PM CST

USPS RESTRICTED INFORMATION



## Answer the indicative questions



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



## **Payroli Automation Management System**

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

**USPS RESTRICTED INFORMATION** 

AdjustPay

Logout



Profile Forms

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

**USPS RESTRICTED INFORMATION** 



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.

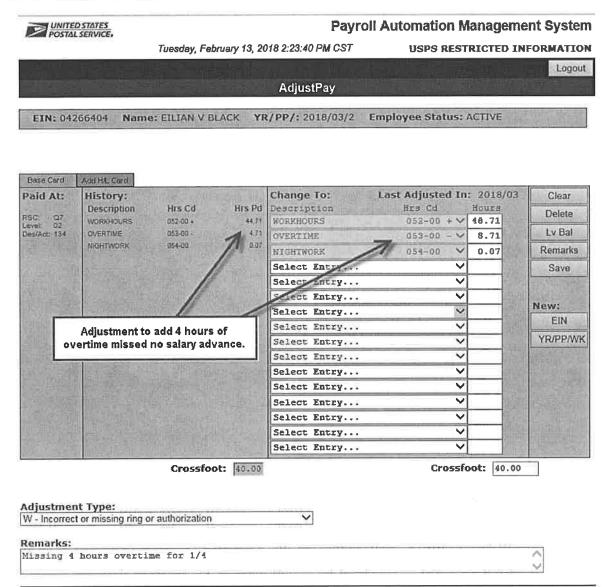
## **Salary Difference**

Please contact Local HR Services for guidance.

Return to MainMenu

Log Out of AdjustPay

#### Example of adjustment without salary advance



## Example of the AdjustPay Certification with no salary advance

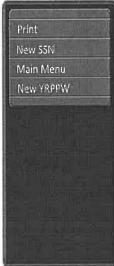


## **Payroll Automation Management System**

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

**USPS RESTRICTED INFORMATION** 





# 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:

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

Adjust To:

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

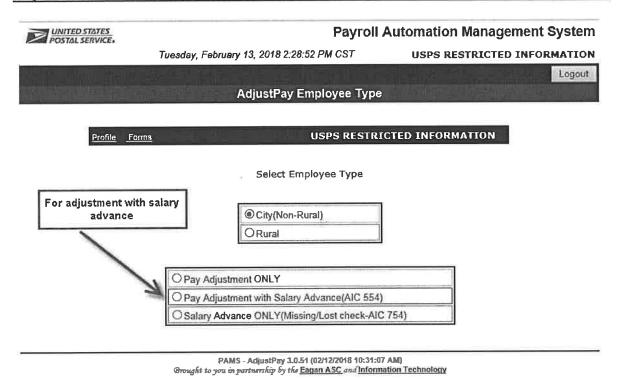
Hrs Code	Description	Hours
052-00	WORKHOURS	48.71
053-00	OVERTIME	8.71
054-00	NIGHTWORK	0.07

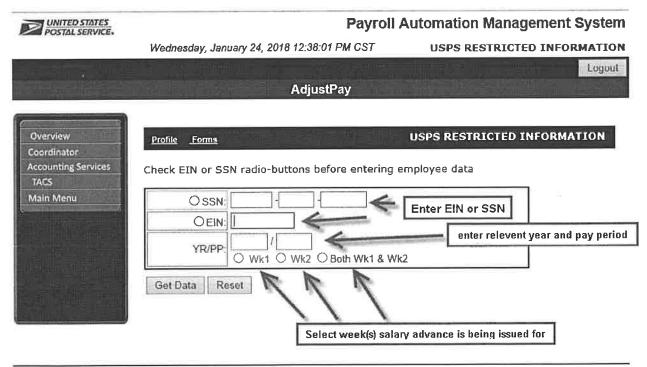
Adjustment Type: W - Incorrect or missing ring or authorization

Supporting Remarks:

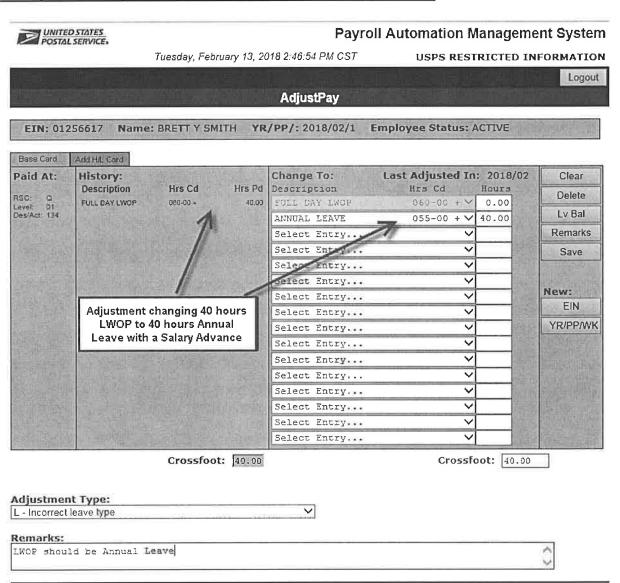
Missing 4 hours overtime for 1/4		
I certify that the information above the USPS to adjust my salary accor		he indicated pay period and authorize
Employee Signature		Date:
I certify the above information accurate of Grievance, Back Pay, EE		us for the indicated week and is <u>not</u> the
Supervisor Signature:		Date:
Authorizer Name: (File with T&A records)	Authorizer ID:	
Back		

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

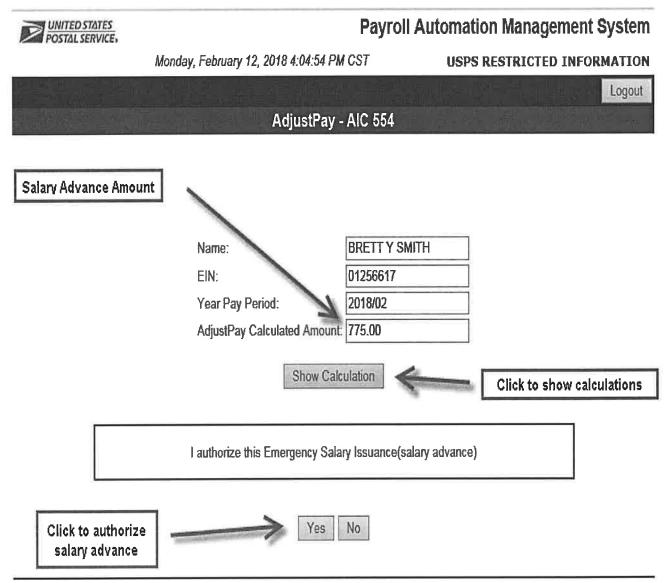




## Example of an adjustment for one week with a salary advance



## Authorization page (click show calculation to display Calculation page)



#### 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:

Difference:

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

 60
 FULL DAY LWOP
 0.00
 0.00
 60
 FULL DAY LWOP
 -40.00
 0.00

 55
 ANNUAL LEAVE
 40.00
 1191.90
 55
 ANNUAL LEAVE
 40.00
 1191.90

Week 1 Gross Amount = \$1,191.90

PP: 2018/02/2

Was Paid:

Changed to:

Difference:

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

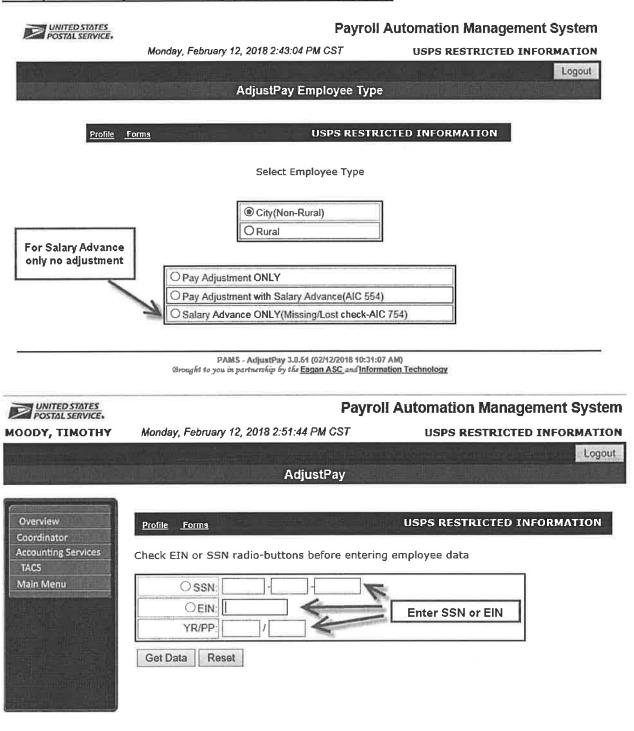
PLEASE NOTE CALCULATION FORMULA

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

Z WATTO STOTE		Sauroll Autor	nation Managen	nent Svetem		
POSTAL SERVICE.	Monday, Fabruary 12, 2018 & FE 24 F		SPS RESTRICTED			
	17 5 1 1 1			Logout		
	Adjur	stPay				
FISTE New YOR Main Maria New YEPFA	AdjustPay Certification USPS RESTRICTED ENFORMATION					
	Print Date Time: 2-12-18-4-19-24-PM-CST (	Cognid Tutor)	Contact TY-PP-W	2018-04-2		
	Employee: 01256617 SMOTH, Funance No. 453625	BORTT Y	PP Adjusted YY-PP-W PFC	18-02-1 296		
	Rinneys Brook Order O ROCk Q Levels 16 St/An 134					
	Hrs Code Description	Hum   HorCade	Description	[Hesra]		
	DID-00 FULL DAY LWOP	045-00	FULL DAY LWOP	(9.00 (40.00		
	Adjustment Types L - Incorrect here pro-					
	Repporting (Descrips)					
	L'A'CP should be assessed feature		33.3			
	Locally that the information above accounts the USPS to adjust my sidary accordingly.	ly describes my hours for the	e indicated pay provid and	AND CHICAGO		
	Exiployee Signature		Dete:	-		
	Learnly the above information accurately de- result of Gelevanou, Book Pay, EEOC or 3	anabes the employee's favor 250'S services and ward.	s the the indicated week as	d is pay the		
	Separation Signature:		_ Duini			
	Authorizer Nation 18000'S TRROTHY Authorities (Dis project) (File with TRA recently)					
	Amount Authorized = Total Gross Amount X's 65Ns, about up to assiste \$5.00  Energonic Solary Authorization (as less if PA Form Food, Energonic Solary Authorization and Recogn)					
	AUCSSA Salary Check Substantially Lea Amount Duo		Associated Advances for	Work 8		
	Tourism Simone Charles and the L		Amoust of Airmon By W.	es I		
	Employee Signatures (2 hardry certify that 2 have secured as susegency salary parameter of the stated amount. Emblores the USFR to secure this success that success the success that success the substitution of the privileg checks or in the calculation of the privileg check that reflects the appropriate palgorithment, or subsequent salary checks, so yequent, to suchly this debt.	(30-dight)	-5			
		Date of large	Total Amount of Advance Period	for Pay		
	Date	Authorizer's Printed Name	F\$775.00			
	Laborate Manager Alba-	MINORY TRADITIVE				
	esponshility to prouptly settle outstanding salety advances.)	Authorizer's Plante National	institute area evolut			
	Date					
	Scaa Hor	Valld Date Range To 5		1-02-26 18		
	PARE Adjusting \$9.41 Dougles to Joyan personality by the <u>Em</u>	partagore (e.ator and ant AJC as/influented Inc	P. California .			
		1				
		12:				

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)



## 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



<u>Profile</u> <u>Forms</u>		USPS RESTRICTED INFORMATION
Name:	KASEY C KLEIN JR	IMPORTANT READ Before
EIN:	01222803	Continuing
Year Pay Period:	201718	Is.
Net amount of the check:	489.61	
Check#:	48405636	

## **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?



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

	POSTAL SERVICE. TACKETT, KRISTINE	Monday, February 12, 2	•		on Management System
		Ac	ljustPay - 1608 Form		Logout
	Print Main Menu	UNITED STATES POSTAL SERVICE.		ency Salary I	Issuance(Salary Advance)
		Employee Name: KASEY C KLEIN JR	EIN: 01222903	P.P.YY: 2017/18	Unit ID
		Position: MAIL PROC CLK	Pay Location: 221		Date: Feb 12, 2018
		Emergence Salary authorized to 1) Insule no fee Money Order for 2: Record that amount one AlC 3) Keep from an file locally	t the authorized amount.		Office or postal cetal cost wild. 412. Only Essential Report.
	í	No-fee postal money order is in Numeric Amount	soed as an authorized emergen	cy salary to the above Written Amount	e employee for the amount of: \$
Form 1608 is printed and		S489.61 Money Order Number		Dellars	
taken to window unit for processing and advance	-	401, 409, 410, 1001, 1003, 100 process your request. We may the U.S. Postal Service (USPS) request, to entities or individua as required by law; to federal, a Employment Opportunity Com- portuning to supervisors and po- USPS.	4, 1005, and 1206. Providing thiscose your information as for or requesting agency becomes in mader contract with USPS; to take, local or foreign governments of the Mein Systems loatmanters may be disclosed to	he information is vol flows: in relevant leg aware of a violation o entitles authorized at agencies regardin Protection Board or 6 supervisory and other	at Collection is authorized by 39 U.S.C. untary, but if not provided, we may not all proceedings, to law embrecament when of law, to a congressional office at your to perform audits, to labor organizations generous matter; to the Equitations of personnel matter; to the Equit. Office of Special Counsel, and records er managerial organizations recognized by
		Signature of Supervisor Author	izing the Emergency Salary I	epay that amount upo	have received the above amount and will on receipt of my salary check loyer's signature and date)
			Scan Here		
		0000 (	0000 0989 0122 2803 04		180312
			Exprise Date:02/12/1	S-08/12/18	

PAMS - AdjustPay 3.0.51 (02/12/2018 10:51:07 AM)
Brought 10 you in parterackly by the <u>Econo ASC</u> and Information Technology