

## Adjustment Vouchers - FLSA Pay Data link

### Adjustment Voucher Entry Reminder for BW1, BWP, HRR, HRP, HRW, HRX paygroups:

- Please be sure you are reviewing the **FLSA Pay Data** link for each week before you submit adjustment vouchers.
- **FLSA Pay Data:** As soon as you enter Earns begin/end dates and tab out of the field, the **FLSA Pay Data** link will display on the right side.



Favorites Main Menu > Payroll for North America > Payroll Processing USA > IU Payroll Use > Adjustment Voucher

Empl ID 0002 1  On Cycle (No Charge)  Off Cycle (Charge)  On Line (Charge) Charge Off-Cycle \*Explanation of Charge

Name Ande

Check Dt 03/07/2014 Off Cycle ? Y Page Line \*Add Comment Vchr Summary Submit Voucher

Created By at Last Updated By at Status

Earnings Info View All First 1 of 1 Last

Pay Check Company IU Pay Check Pay Group BW1 Pay Check Pay End Date 02/28/2014

\*Empl Rcd 1 \*Earns Begin 01/05/2014 \*Earns End 01/11/2014 Clear

Job Pay Group BW1 Department VICE PRES INFORMATION TECHNOLOGY **FLSA Pay Data**

Earnings and Account Code Information First 1 of 1 Last

| *Earn Cd | Addl Seq | COA | *Account | Sub Acct | Object | Sub Obj | Project | Org Ref ID | Hours | Rate | Amount | Percent |
|----------|----------|-----|----------|----------|--------|---------|---------|------------|-------|------|--------|---------|
|          | 0        |     |          |          |        |         |         |            |       |      |        |         |

Save Add Update/Display

- When you click the link, the **Review FLSA Pay Data** screen will open and display all transactions that have been processed for biweekly/hourly employees for that **particular week (FLSA period)**.
- Verify the earn codes/hours you are submitting and if the employee should be paid overtime or has used benefit hours and you should be using the NEP or NEC codes. Be sure to look for multiple pages that you may need to click thru.
- The example below has 3 pages.

## Review FLSA Pay Data

 Employee ID: 00      Name: A  
 Company: IU      FLSA End Date: 01/11/2014

Earnings      Find | View All      Page: 1 of 3

 Pay Group: BW1      Pay Period End: 01/18/2014      Page: 839      Line: 3      **Separate Check:**  
 Employment Record Number: 1      Additional Line #: 1      Reason: Not Specif  
 Paycheck Status: Confirmed      Paycheck Option: Advice      Paycheck Number: 8579766  
 Issue Date: 01/31/2014      Paysheet Source: Regular       Off Cycle  
 Begin Date: 01/05/2014      End Date: 01/11/2014      FLSA Hours Used: Unspecified Salaried Hours

| Salaried               | Hourly           | Overtime    |
|------------------------|------------------|-------------|
| Hours:                 | Hours: 33.58     | Hours:      |
| Rate: 15.300000        | Rate: 15.300000  | Rate:       |
| Earnings:              | Earnings: 513.77 | Earnings:   |
| Rate Code:             | Rate Code:       | Rate Code:  |
| Rate Used: Hourly Rate | Shift: N/A       | Shift Rate: |
| State: IN              | Locality:        |             |

| Code | Description | Rate Used | Other Hours | Comp Rate Used | Earnings | Effect on FLSA |
|------|-------------|-----------|-------------|----------------|----------|----------------|
| SCK  | Sick NESTf  | Hrly Rt.  | 6.42        | 15.300000      | 98.23    | Both           |
| SRF  | Shift 1.25  | Hrly Rt.  | 33.58       | 1.250000       | 41.98    | Arnts Only     |

| Type | FLSA Hours | Rate | FLSA Earnings |
|------|------------|------|---------------|
|      |            |      |               |

[Return to Search](#)

- Payclerks also have a direct link to the Review FLSA Pay Data page on the OneStart screen in the **HRMS: Payroll** section. It is labeled: Paycheck Weekly View.

*If you have questions, please contact your [FMS Payroll Processor](#).*