



Year-To-Date Adjustments in *IOIPay*®

There are many reasons a Year-To-Date Adjustment may be necessary. Below are examples:

Example 1: When you have written an employee a check out of A/P, it is necessary to enter that information into *IOI* to update the employee's wages for W-2 purposes and pay the employer part of the taxes.

Year-To-Date Adjustments

Adjustment
Taxes
Deductions
ACH & Balancing

Adjustment Type
Standard Adj ▼

Adjustment Number
Adding a new adjustment ▼

Quarter
0

Earning Detail Information

Category	Code	Gross Amount	Hours
01. Hours ▼	- REGULAR (R) ▼		80
02. Earnings ▼	- REGULAR (R) ▼	1500	
03. ▼	▼		
04. ▼	▼		
05. ▼	▼		

1. Click on **"Hours and Dollars."**
2. Click on **"Year-To-Date Adjustments"** from the left hand nav.
3. Pick an employee.
4. Click the icon that looks like a blank piece of paper to create a new adjustment.
5. The Adjustment Type defaults to a **"Standard Adj."**
6. On line 01, under Category, select **"Hours"** and then select the earnings code associated with this employee. In the **"Hours"** field, enter the amount of hours worked that needs adjustment. On line 02, under Category, select **"Earnings"** and then select the earnings code associated with this employee. In the **"Gross Amount"** field, enter the gross pay amount that needs adjustment.





Year-To-Date Adjustments in *IOIPay*®

Year-To-Date Adjustments

Adjustment Taxes Deductions ACH & Balancing

Adjustment Type: Standard Adj Adjustment Number: Adding a new adjustment Quarter: 0

Taxes Detail Information

Tax Type	Tax Category	Amount
Federal Income Tax		25
MHI Tax		21.75
Social Security Tax		93.00
State Income Tax	MA	10
State UC Tax	MA	
State SUTA Tax	MA	

7. Then click the tab labeled “**Taxes**” and enter in all taxes withheld.

Year-To-Date Adjustments

Adjustment Taxes Deductions ACH & Balancing

Adjustment Type: Standard Adj Adjustment Number: Adding a new adjustment Quarter: 0

Voluntary Deduction Information

Deduction	Amount	Vendor
01. 401A - 401A ADMIN FEE		No
02. 401P - 401K PRETAX		No
03. AFPT - AFLAC PRETAX		No
04. DNFP - DENT FAM PRETAX		No
05. GTLA - GTL AUTOCALC		No

8. Click on the tab labeled “**Deductions**” if there were any withheld from this check. Enter the correct deduction amounts. Pick “**No**” if you do not want the funds to go to the vendor and “**Yes**” if you would like *IOI* to send the funds to the vendor. For 401A, the vendor is RCAB, so “yes” should be selected. If you have other vendors set up to have payments sent via ACH (such as AFLAC), the “yes” should also be selected for them.



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Adjustment
Taxes
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Adjustment Type: Standard Adj | Adjustment Number: 01 - Year-to-date Adjustment | Quarter: 0

ACH Detail Information

ACH Description	Amount	G/L Code
01. CNET - CHECKING ACCOUNT / 064000052	0.00	

Balancing Information

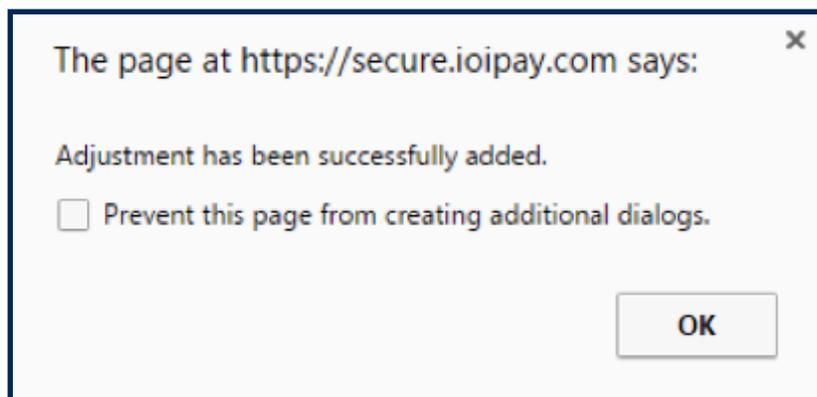
Total Earnings	Total Taxes	Total Deductions	Total ACH	Net Check Amount	Balance
1500.00	149.75	0.00	0.00	1350.25	1350.25

Check Number	Employee Taxes	Employer Taxes	Net G/L Code
0	149.75	0.00	

9. Click on the tab labeled “ACH & Balancing.”

On the far right, in the field labeled “Balance,” you will see in red the amount of the net check. If you agree with this amount, key in that amount in the field labeled “Net Check Amount,” and click “Save.”

10. Once you Save, the message will be as follows:



11. In Preview, Report 051 (Payroll Register) will show this transaction as a year-to-date adjustment and will also show that the system is not paying the employee, only reporting the hours and earnings.