paycor
time On demand

Crediting/Debiting Hours or Dollars for an Employee

There are times when an employee does not get paid for hours he or she is entitled to. For example, if an employee works through his or her (usually unpaid) lunch you can credit the employee for that time. This is called crediting worked time. In another example, you can pay an employee 8 hours of sick time for the time he was absent on Monday. This is called crediting non-worked hours. You can also credit the employee with dollars.

To credit an employee for worked time, the same procedure is used in the time card and the group editing sheet.
1. Right-click in the Date column and choose Adjustments. Choose Credit Worked Time.
2. The Credit Worked Hours for This Employee page is displayed. Complete the fields as shown in the following table.

Field	Description
Date	The date of the credit.
Time	The time of the credit.
Amount	The amount of time you want to credit the employee. Debit hours by adding a minus sign before the hour amount.
Worked Time to Compensate	Choose whether to pay the employee the designated amount, or the amount automatically deducted for lunch.
Reason	Add a reason code for this edit if needed.

To credit an employee for non-worked time, the same procedure is also used in the time card and the group editing sheet.
1. Right-click in the Date column and choose Adjustments. Choose Credit/Debit Hours.
2. The Credit Non Worked Hours for This Employee page is displayed. Complete the fields as shown in the following table.

Field	Description
Date	The date of the credit.
Amount	The amount of time you want to credit the employee. Debit hours by adding a minus sign before the hour amount.
Pay Designation	Choose the pay designation of the time. For example, you can pay an employee his or her regular or overtime wage.
Reason	Add a reason code for this edit if needed.

To credit dollars to an employee:
1. Right-click in the Date column and choose Adjustments. Choose Credit/Debit Dollars.
2. The Credit Dollars for this employee page is displayed. Complete the fields as shown in the following table.

Field	Description
Date	The date of the credit.
Amount	The number of dollars you want to credit to the employee. Debit dollars

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Field	Description
	by adding a minus sign before the dollar figure.
Pay Designation	Choose the pay designation of the dollars, if needed.
Reason	Add a reason code for this edit if needed.

If you make a mistake in crediting hours or dollars to an employee, you can cancel the supervisor edit or you can debit the hours or dollars from the employee. To debit hours or dollars, follow the same procedure, but add a minus sign in front of the hour or dollar figure in the Amount field.

Totals for these edits are displayed as the pay designation totals at the bottom of the time card.

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