

Step	How to run Adjustment Output Report
Navigat	on: TAL- Reports> Payroll Processing> Adjustment Output Report
1	In this document, we will discuss how to run the Adjustment Output Report. This report will display
	any adjustments that were processed on a specific pay period.
2	Navigate to the report menu in TAL. Under payroll processing, you will select Adjustment Output
	W Health Sciences Center
	Reports Details New
	+ x b) % (%) Factor for the search
	Title Title: Adjustment Output > Admin FilluAReports Last Rui: by Hunkin,Preclous Grace on 28 Feb 2023 3:55:10 PM Central Time
	Admin Reports - Other Conset@Stiffing Conset@Stiffing Conset@Stiffing Conset@Stiffing Conset@Stiffing Conset@Stiffing
	Indjustment bages inspect Title Shared Published Title Title Description Description <thdescription< th=""> Description <thdescri< th=""></thdescri<></thdescription<>
	Timolek lipu Timolek lipu Timolek liput
	accesseded Exaks senter a value: 0
3	Select pay period end date of the payroll that you are wanting to view adjustments that were
	processed.
	Create/Edit Filter
	Title: By Processed Period
	Description: By Processed Period
	Shared Published 🗸
	And O
	processedpd Equals 8/26/2023
4	Select "grid" to view any results.
	Saved Filters Create/Edit Filter
	+ × P +
	by Processed Period Description: By Processed Period Shared Published V
	And O ^
	processedod Equals 8/76/2023 ©
5	If there were adjustments that processed on the specific pay period, a report will generate all data.
	Grid Preview
	Enter text to search
	Drag a column header here to group by that column
	Employee Categor Employee Name Employee Number Processed Period ppenddate rhours rhours Hours Code emppayfrequency emppayfrequency FLSA



6	You will have the option to export.	
	Grid Preview	
	<u>★</u> -	
	Export to CSV	
	Export to XLS	
	Export to XLSX	