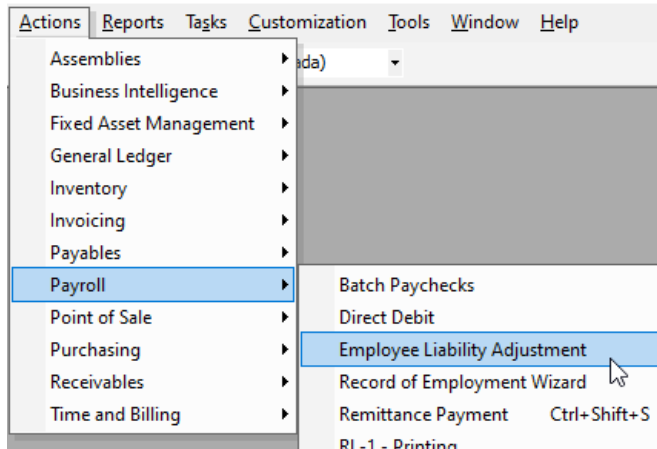


Accumulative employee adjustments

1. Go to **Actions → Payroll → Employee Liability adjustment**



2. Select the employee
3. Enter the Source number
4. Enter the date corresponding to the cumulative adjustment

The screenshot shows the 'Employee Liability Adjustment' form. The form has a title bar that says 'Employee Liability Adjustment (11 of 11 - New)'. Below the title bar is a toolbar with icons for 'Customize', 'Previous', 'Next', 'Search', 'Query', 'Notes a...', 'Add', and 'Delete'. A yellow warning message states: 'This transaction must contain at least one line of detail.' Below the warning, there are fields for 'Employee' (Michael Suyama), 'Source' (test), 'Date' (2020-12-18), and 'Comment'. There is also a 'Customize this grid' link. At the bottom, there is a table with three columns: 'Liabilities to Adjust', 'Liability', and 'Adjustment'.

Liabilities to Adjust	Liability	Adjustment

DYNACOM TECHNOLOGIES INC.

1270 Blv. Dagenais West, Laval (Quebec) Canada H7L 5E3

Phone number 450-963-2400 | Toll-free 1-855-488-3962

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5. Select the cumulative in the Cumulative to adjust column. In the Adjustments column, you must enter the difference to be added or subtracted from the total amount of the cumulative.

Liabilities to Adjust	Liability	Adjustment
RPP Contr.	0.00	-500.00
CNESST Premium	34.00	20.00

To subtract a cumulative amount due, put the amount in negative as shown above.

Notes:

- For the CNESST general ledger account only, an entry must be entered in the general journal; the accounting entry for the other general ledger accounts will be done automatically after the adjustment.
- For cumulative with an employer share, a message will be displayed when selecting the cumulative specifying that the employer's contribution will be automatically adjusted

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