

Manual Adjustments



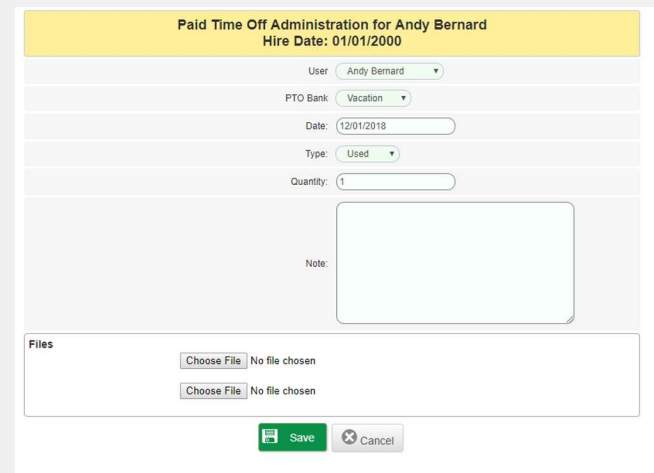
Make custom changes to specific employee PTO records

Problem:

Human resource teams need a way to make adjustments to employees records outside of automatic accruals

Solution:

honeybeeBase manual adjustments and earnings allows human resource teams to make custom updates to users earnings.



The screenshot shows a web form titled "Paid Time Off Administration for Andy Bernard" with a subtitle "Hire Date: 01/01/2000". The form includes several fields: "User" (a dropdown menu showing "Andy Bernard"), "PTO Bank" (a dropdown menu showing "Vacation"), "Date" (a text input field showing "12/01/2018"), "Type" (a dropdown menu showing "Used"), and "Quantity" (a text input field showing "1"). Below these fields is a "Note" section with a large text area. At the bottom, there is a "Files" section with two "Choose File" buttons, each followed by the text "No file chosen". At the very bottom, there are "Save" and "Cancel" buttons.

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Key Features

- Manual adjustments can be made to specific pto types for specific dates
- Notes can be added to the record
- Files can be uploaded and attached to the record