Adjustment Voucher Entry Reminder for BW1, BWP, HRR, HRP, HRW, HRX paygroups:

- Please be sure you are reviewing the FLSA Pay Data link for each week before you submit adjustment vouchers.

- **FLSA Pay Data:** As soon as you enter Earns begin/end dates and tab out of the field, the FLSA Pay Data link will display on the right side.

When you click the link, the **Review FLSA Pay Data** screen will open and display all transactions that have been processed for biweekly/hourly employees for that particular week (**FLSA period**).

- Verify the earn codes/hours you are submitting and if the employee should be paid overtime or has used benefit hours and you should be using the NEP or NEC codes. Be sure to look for multiple pages that you may need to click thru.

- The example below has 3 pages.
Payclerks also have a direct link to the Review FLSA Pay Data page on the OneStart screen in the HRMS: Payroll section. It is labeled: Paycheck Weekly View.

If you have questions, please contact your FMS Payroll Processor.