

How to amend the ETI amount for employees



How amend the ETI amount for previous periods

Incident:

How to amend the ETI amount if an amount of ETI was incorrectly processed due to miss information. This tool is only available in any update from 2019 Update 3b or later.

Solution:

1. Navigate to Edit...Employee Masterfile...Statutory...ETI
2. Click on ETI Adjustment
3. Adjust the ETI amounts accordingly
4. Click OK

Note: This can only be done per employee and not as a bulk. If you want more information regarding our ETI Adjustment tool, please visit our article on [Sage City](#).