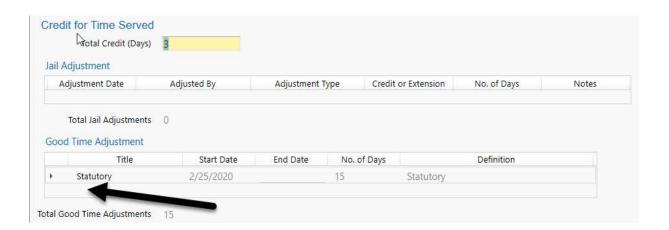


ADDING ADDITIONAL TIME CREDIT TO A SENTENCE RECORD

- 1. Open the booking folder for the inmate you are adjusting the sentence for.
- 2. Open the existing, completed sentence record. Make note of the previously calculated outdate.



3. Click on the Adjustments tab, and then add a second row under the Good Time Adjustment grid.



4. Select the applicable reason for the good time adjustment from the drop down menu. Enter the date the inmate will begin receiving this credit in the Start Date field. In the End Date field, enter the previously calculated outdate.



5. When you return to the Sentence tab, you will see the new outdate. The sentence record can now be Saved and Closed.

Summary

Total Fine Summary 00.00

Amount Paid 00.00

Balance Due 00.00

Total Sentence Length 93

Sentence Start Date 2/25/2020

Scheduled Release Date 5/3/2020

Overridden Scheduled Release Date

Total Sentence Adjustment -24

6. In this example, if the inmate were to lose inmate worker status at any time, the end date should be adjusted to reflect that change. This would adjust the outdate accordingly.

If you have any questions regarding the system, please contact the SRMS staff at:

517-335-SRMS (7767)

MSPSRMS@MICHIGAN.GOV