



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.

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	5/9/2020
Overridden Scheduled Release Date	<input type="text"/>
Total Sentence Adjustment	-18

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

Credit for Time Served

Total Credit (Days)

Jail Adjustment

Adjustment Date	Adjusted By	Adjustment Type	Credit or Extension	No. of Days	Notes
Total Jail Adjustments 0					

Good Time Adjustment

Title	Start Date	End Date	No. of Days	Definition
Statutory	2/25/2020		15	Statutory

Total Good Time Adjustments 15

- 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.

Good Time Adjustment

Title	Start Date	End Date	No. of Days	Definition
Statutory	2/25/2020		15	Statutory
Inmate Worker <input type="text" value=""/>	3/31/2020	5/9/2020	6	Inmate Worker

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	<input type="text"/>
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)

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