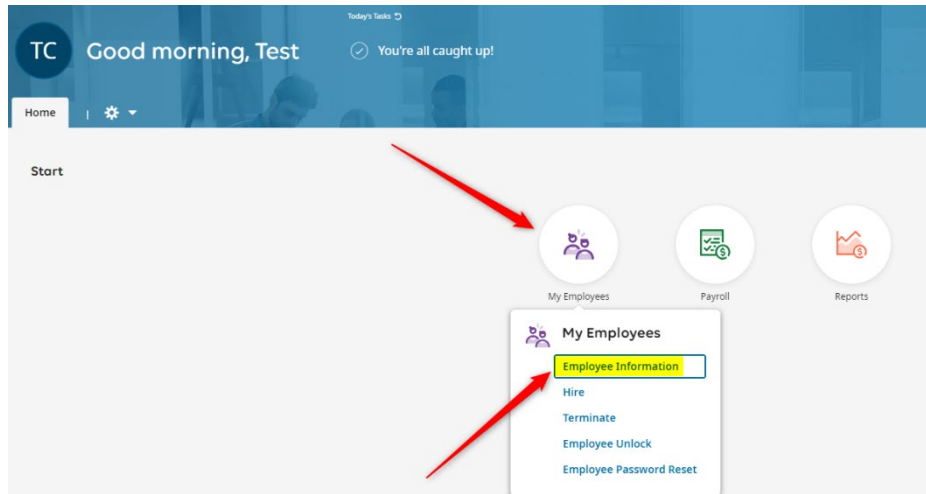


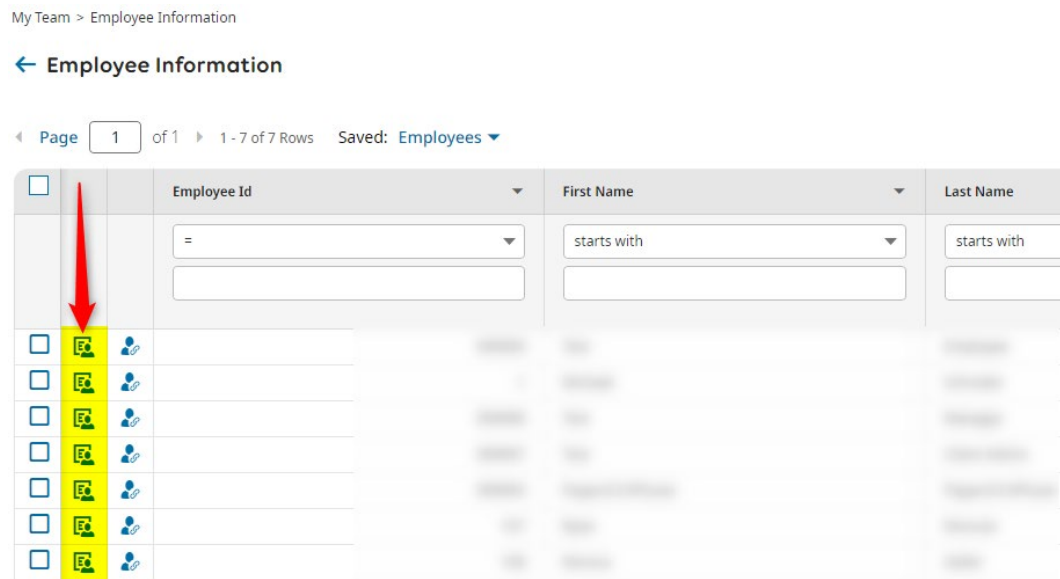


How To: Add a scheduled earning

- 1- To add an earning to an employee, hover over the “My Employees” widget on your home screen and select “Employee Information”:



- 2- Find the employee you are updating and click on the icon highlighted below to get to their employee profile.



3- Click on the earning tab – then on the right side of the screen, click the ellipsis and select “New earning.”

My Team > Employee Information

← Employee Profile

Test Employee | Employee ID: 999999 | Hired Date: 03 Sep, 2018 (5 Years, 15 Days)

Utilities Download PDF Save

Single-Column View

Search Widget Names

Account Information Deductions Demographics Direct Deposit Documents **Earnings** Rates Status/Position Taxes Edit Tabs

▼ Earnings

Page 1 of 1 0 Rows Currently Scheduled

Seq.	Earning	Begin Date	End Date	Calcs	Last PR	MTD	QTD	YTD	Notes
No Data to Display									

View New Earning

4- Select your earning from the drop down and click “OK”

New Earning

Please select earning type to use for new earning.

Earning

Choose...

- 3PSP Long Term
- 3rd Party Sick Pay (EE & ER Non-Taxable)
- 3rd Party Sick Pay=EE & ER Taxable, EE paid by 3rd party
- Bereavement
- Bonus
- Comm
- Expense Reimbursement
- Holiday

5- Complete the fields and then click “Save & Add.”

← Scheduled Earning

Test Employee (999999) | Earnings: ExpRe

JUMP TO

- Scheduled Earning
- Settings
- Goal
- Cost Center Defaults

Scheduled Earning

Earning: ExpRe

Begin Date *: 09/18/2023

End Date: mm/dd/yyyy

Priority Sequence: 1

Annual Max \$: \$

Annualized Target Compensation \$: \$

Pay Statement Types To Apply To: All Pay Statement Types

Settings

Employee

Amount Type: Flat \$ Amount

Amount *: \$

Minimum: N/A

Maximum: N/A

Frequency *:

Goal

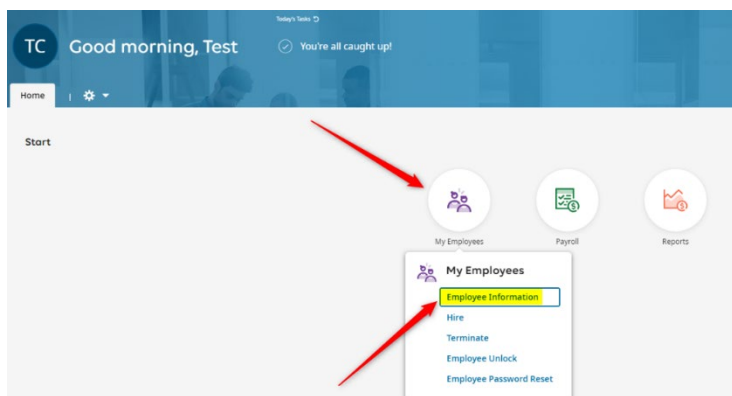
Enabled

****Goal:** The goal widget (only appears once you hit save) is applied to specific types of deductions, such as child support, loans, etc. If applicable, check Enabled and the screen will expand, allowing you to enter information related to this employee's deduction. You can change amounts or the taken history.

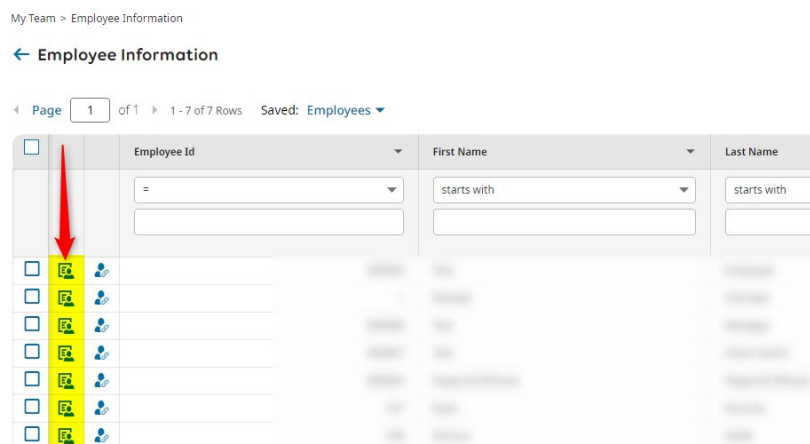
****Cost Center Defaults** This widget allows you to set the associated cost center defaults for the employee deduction. It is important to note that this section will vary based on which cost centers are enabled for the company.

How To: Add a change / end an earning

- 1- To change or end an earning on an employee, hover over the “My Employees” widget on your home screen and select “Employee Information”:



- 2- Find the employee you are updating and click on the icon highlighted below to get to their employee profile.



- 3- Click on the earning tab – then on the right side of the screen, click the ellipsis on the row of the earning to be changed and select “View/Edit.”
 - a. From here you can change the details of the earning or end date.



My Team > Employee Information

Employee Profile



Test Employee
Employee ID: 999999 | Hired Date: 03 Sep, 2018 (5 Years, 17 Days)

Utilities Download PDF Save

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Earnings

Page 1 of 1 1 - 1 of 1 Rows Currently Scheduled

	Seq.	Earning	Begin Date	End Date	Calcs	Last PR	MTD	QTD	YTD	Notes	Documents	Actions
<input type="checkbox"/>	1	Test Employee: Miscellaneous from 2023/09/20	09/20/2023	12/31/9999	\$50.00							<div>View/Edit Delete Move Up Move Down</div>