Advanced Pay Codes & Calculations

Pay Code Types

1. Deduction – Items that are subtracted from employee payroll checks. This can be flat dollar amounts, percentages and calculations.

2. Expense – Items that are added to the employee payroll check to reimburse an employee. These items can be, but are not usually, subject to retirement and taxes.

3. Fringe Benefit – Items that are added for a retirement or tax calculation but not paid to the employee on the payroll check.

4. Calculation – A mathematical formula used to determine an amount. This can be used on an earning or deduction pay code.

H S A Setup

1. Employee and employer contributions without direct deposit.
    a. Create a deduction pay code, in the number range 40-69. Title it H S A and activate the employee and employer options.

b. On the employee tab, set the Amount/Rate/Percent Type to Amount. Enter the Liability GL account number for the H S A Contributions. Enter the amount the employee elects to contribute each pay period. Set the Monthly period numbers for 1, 2 and 3.

c. On the employee tab – Used in Calculation tab, click the select pay code icon (two sheets of paper with two green arrows). Select the social security, medicare, federal and state withholding tax pay codes.

d. On the employer tab, set the Amount/Rate/Percent Type to Amount. Enter the Liability GL account number for the H S A Contributions in the Credit Account field and the Expense account number in the Debit Account field. Enter the amount the employer elects to contribute each pay period. Set the Monthly period numbers for 1, 2 and 3 or as appropriate for the employer contriburion.

e. On the employer tab – Used in Calculation tab, click the select pay code icon (two sheets of paper with two green arrows). Select the social security, medicare, federal and state withholding tax pay codes.

f. On the W-2/1099 tab, set the W-2 code (box 12) field to W

g. Close Pay Codes and go to Payroll – Employee – Modify Existing Employees.

h. Search for the first employee that will have the H S A Pay Codes. Select the employee and click on the Pay Codes tab.

i. Click the Select Pay Codes menu item just above the Tiltle Pay Code (two sheets of paper with two green arrows). Select the H S A Pay Code that was just created and click OK.

j. Edit the Pay Code by double clicking on it or by single clicking on it and then clicking on the edit menu icon (pencil) on the Pay Codes tab. Enter the amount the employee has elected to contribute the the H S A.

k. Click on the Employer tab and enter/verify the amount the employer is contributing to the employee H S A.

2. Employee and employer contributions direct deposited. To do this, the employee and employer contributions must be added to the employee pay check to offset it being subtracted out as part of the direct deposit
    a. Create an expense type pay code, in the number range 20-39. In this example it is 29.
        i. The first pay code will be a summary code. Number it 29-00, name it H S A Add Back and check the box to "Use as a summarization pay code".

        ii. The second pay code will be 29-01 and titled H S A Employee Add Back. Check the box to "Allow employee options". On the Employee tab, set the Amount/Rate/Percent Type to Amount. Enter the Liability GL account number for the H S A Contributions. Enter the amount the employee elects to contribute each pay period. Set the Monthly period numbers for 1, 2 and 3.

iii. The third pay code will be 29-02 and titled H S A Employer Add Back. Check the box to "Allow employee options". On the Employee tab, Set the Amount/Rate/Percent Type to Amount. Enter the amount the employer elects to contribute. Set the Monthly period numbers for 1, 2 and 3 or which ever time frame the employer will be contributing to the employee H S A. Enter the Liability GL account number for the H S A Contributions in the GL Account field.

b. Create a deduction pay code, in the number range 40-69. Title it H S A and activate the employee and employer options. In this example it is 44-00.

i. On the employee tab, set the Amount/Rate/Percent Type to Percent. Enter the Liability GL account number for the H S A Contributions. Enter a percentage of 100 (this will be 100 % of the amount from the employee H S A Add back). Set the Monthly period numbers for 1, 2 and 3.

ii. On the employee tab – Used in Calculation tab, click the select pay code icon (two sheets of paper with two green arrows). Select the social security, medicare, federal and state withholding tax pay codes.

iii. On the employee – Used in Calculation tab, click the select pay code icon (two sheets of paper with two green arrows). Select the Employee H S A Add Back pay code.

Pay code: 44-00 HSA

| Pay Code | Employee | Employer | Leave Rates | W-2/1099 | Notes |

Employee | Used in Calculations | Used for Calculation

Pay Code	Percent
29-01 HSA EMPLOYEE ADD BACK	100.00

Used for Calculation

Pay code: 29-01 HSA EMPLOYEE ADD BACK

Percent: 100.00 %

iv. On the employer tab, set the Amount/Rate/Percent Type to Percent. Enter the Liability GL account number for the H S A Contributions in the Credit Account field and the Expense account number in the Debit Account field. Enter the percentage of 100 (this will be 100% of the Employer H S A Add back). Set the Monthly period numbers for 1, 2 and 3.

Pay code: 44-00 HSA

| Pay Code | Employee | Employer | Leave Rates | W-2/1099 | Notes |

Employer | Used in Calculations | Used for Calculation | Debit Override Account

Amount/Rate/Percent type: Percent of amount

Percentage: 100.0000 %

Maximum limit: .00

Minimum wage limit: .00

Maximum wage limit: .00

Employer allocation method: Do not allocate

Debit account:

Credit account:

Calculation name:

☐ Allow calculations on unpaid employee

Monthly period numbers

1	2	3	4	5
A	A	A		..

v. On the employer tab – Used in Calculation tab, click the select pay code icon (two sheets of paper with two green arrows). Select the social security, medicare, federal and state withholding tax pay codes.

Pay code: 44-00 HSA

Pay Code	Percent
74-00 Social Security Tax	100.00
75-00 Medicare Tax	100.00
76-00 Federal Withholding Tax	100.00
77-00 State Withholding Tax	100.00

Subject To

Pay code: 74-00 Social Security Tax

Percent: 100.00 %

vi. On the employer – Used in Calculation tab, click the select pay code icon (two sheets of paper with two green arrows). Select the Employer H S A Add Back pay code.

Pay code: 44-00 HSA

Pay Code	Percent
29-02 HSA Employer Add Back	100.00

Used for Calculation

Pay code: 29-02 HSA Employer Add Back

Percent: 100.00 %

vii. On the W-2/1099 tab, set the W-2 code (box 12) field to W

Pay code: 44-00 HSA

W-2 code (Box 12): W

W-2 other description (Box 14):

☐ Include amounts

W-2 local tax code:

☐ Include amounts for dependent care on the W-2 (Box 10)

☐ Include amounts for non-qualified plans on the W-2 (Box 11)

c. Close Pay Codes and go to Payroll – Employee – Modify Existing Employees.

i. Search for the first employee that will have the H S A Pay Codes. Select the employee and click on the Pay Codes tab.

ii. Click the Select Pay Codes menu item just above the Tiltle Pay Code (two sheets of paper with two green arrows). Select the H S A Pay Codes that were just created and

click OK. (In this example, 29-01, 29-02 and 44-00)

iii. Edit the Pay Code by double clicking on it or by single clicking on it and then clicking on the edit menu icon (pencil) on the Pay Codes tab. Enter the amount the employee has elected to contribute the the H S A on the Employee Add Back pay code.

iv. Click on the Employer H S A Add back and the employer tab and enter/verify the amount the employer is contributing to the employee H S A.

| Employee: | 55 - Gordon, Natalie C | Social Securi |

| Employee | Positions | Job | **Pay Codes** | Direct Deposit | Contacts | Attachments | Notes |

Pay Code
1-00 Regular
2-00 Overtime
3-00 Vacation
4-00 Sick Leave
7-00 Holiday
8-00 Misc Pay
9-00 Comp Time
29-01 HSA EE ADD
29-02 HSA ER ADD
44-00 HSA
50-00 Union
65-00 Crdt Union

Employee | Employee Limits | **Employer** | Employer Limits | Le

ARP type: Amount

Amount: 500.00

Extra amount: .00

Debit account:

Credit account:

Allocation method: Do not allocate

Calculation:

Modifier: 100.00

d. Add the direct deposit account to the employee record. Click on the direct deposit tab while on the employee record.

| Employee: | 55 - Gordon, Natalie C | Social Security number: 555-82-2242 |

| Employee | Positions | Job | Pay Codes | **Direct Deposit** | Contacts | Attachments | Notes |

Bank	Routing Number	Account Number	Transaction Type	Statu

Bank:

Account number:

Transaction type:

Status:

Type:
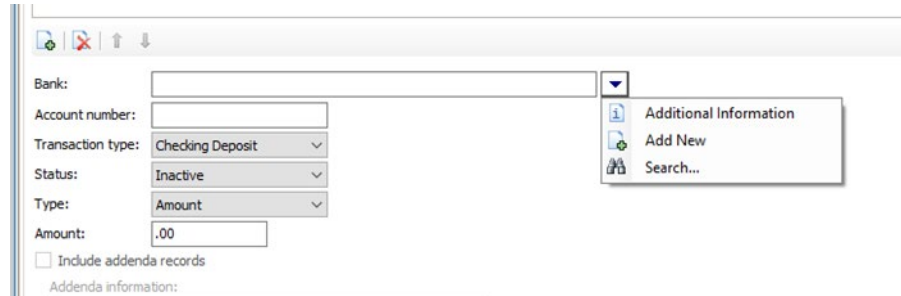
Amount: .00

☐ Include addenda records

Addenda information:

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i.   Click the New icon near the bottom of the screen (sheet of paper with a green plus sign). Use the down arrow at the end of the Bank field to search for an existing bank or to add a new bank. All banks for direct deposit should be numbered in the three digit range and contain a bank name and routing number only.

ii. Add the employee's individual H S A account number in the Account Number field.
iii. Set the Transaction Type as Checking Deposit or Savings Deposit depending on which type of account the employee has.
iv. Set the Status to Prenotification or Active depending upon your internal processes.
v.   Keep the Type as Amount.
vi. Enter the Amount of the employee H S A contribution.
vii. Repeat these setps and add the employee Amount of the employer H S A contribution. This direct deposit will be turned inactive on the pay periods that the employer is not contirubting.

Calculations

1. Tables – Found in Payroll – Organization; tables allow you to set up structured or tiered levels to be used in calculations (like taxes and longevity schedules). Tables are always set with annual amounts.

2. Formulas – Found in Payroll – Organization; formulas lay out the mathematical method of getting the result you want using variables within the software and tables. Formulas are always set with annual amounts; the system will divide the result be the pay frequency of the employee.
   a. Emplyee Age
   b. Employee Birth Date
   c. Employee Hire Date
   d. Employee Length of Service
   e. Hourly Rate
   f. HoursCurrPeriod (Total hours for the current pay period)
   g. WagesCurrPer (Total wages for the current pay period)
   h. Employee Amount Rate Percent (The amount set on a specific employee pay code)
   i. Employee Calculated Amount (The amount calculated on a specific employee pay code)

3. Calculations – Found in Payroll – Organization; calculations pull the table and formulas together and give the combination a unique name.

Sample Calculations

1. Longevity
   a. If employees receive an additional amount of pay based on their years of service, we need to create a Table to show the levels that employees can be paid at. In this example, employees that work over 5 years will receive $300.00 a year to be paid with each pay period. Employees that work over 10 years will receive $600.00 a year to be paid with each pay period. Employees that work over 20 years will receive $900.00 a year to be paid with each pay period. The table will be set up as show below.
      i. Go to Payroll – Organization – Calculation Tables. Create a new table by clicking the New icon (sheet of paper with a green plus sign).
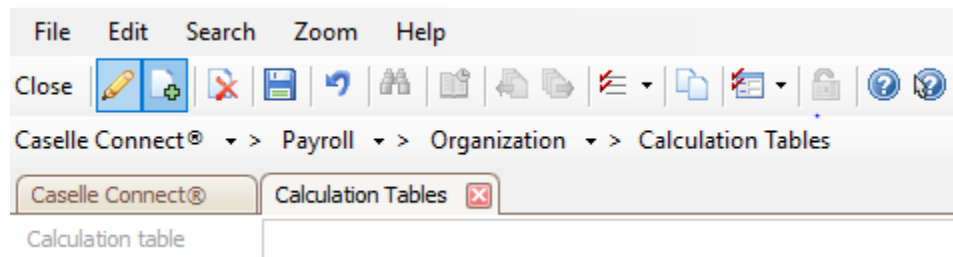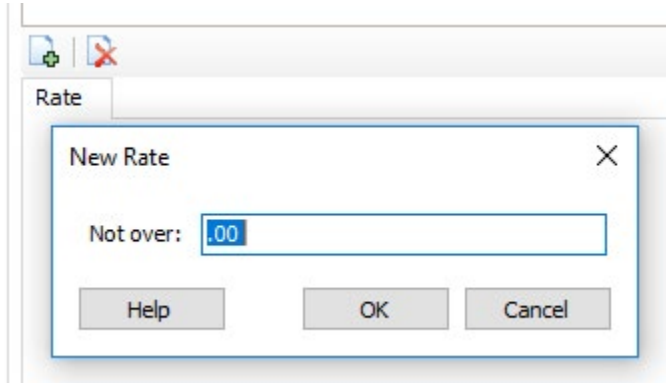
      ii. Name the Table
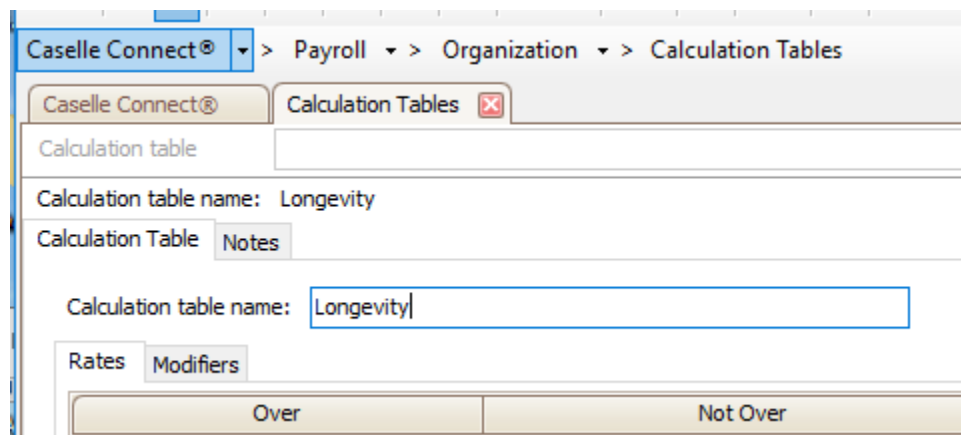
      iii. Add the first level of the table by clicking the New menu icon near the bottom of the screen (white sheet of paper with a green plus sign). Enter the "Not Over" Amount. In

this scenario that is 5 years because our first level is 0-4 years of service.
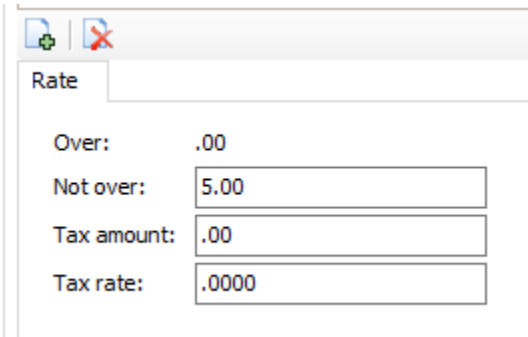
iv. Enter the Amount that the employee will be paid annually for this number of years of service. In this scenario it is zero. A rate can also be used if the employee would be receiving a percentage of pay based on the years of service.
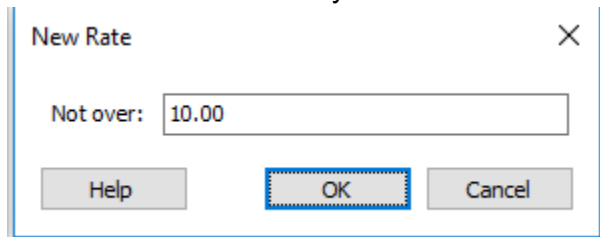
v. Add the second level of the table by clicking the New menu icon near the bottom of the screen (white sheet of paper with a green plus sign). Enter the "Not Over" amount. In this scenario that is 9.99 years because the second level is 5-9 years of service.
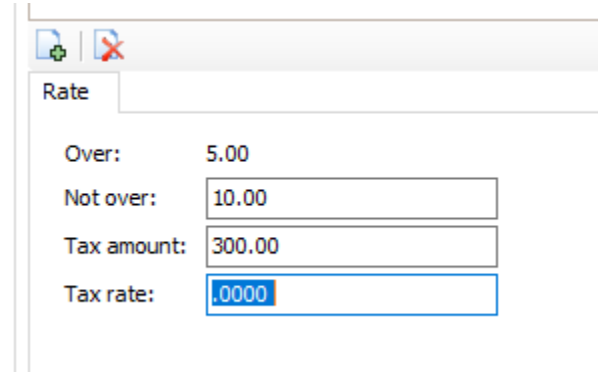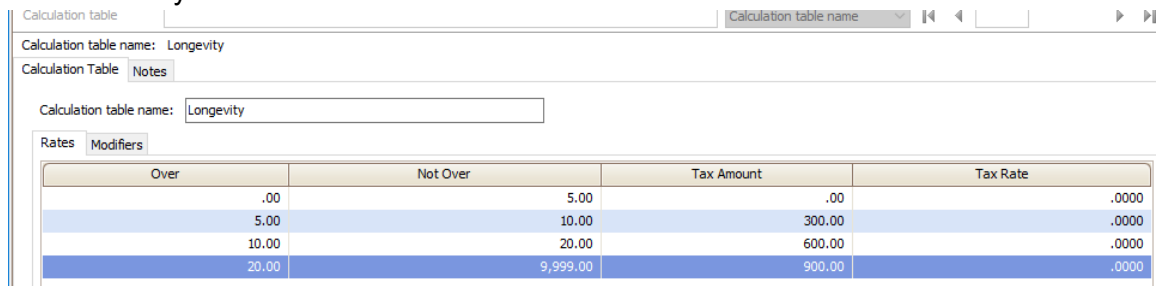
vi. Enter the Amount that the employee will be paid annually for this number of years of service. In this scenario it is $300. A rate can also be used if the employee would be

receiving a percentage of pay based on the years of service.
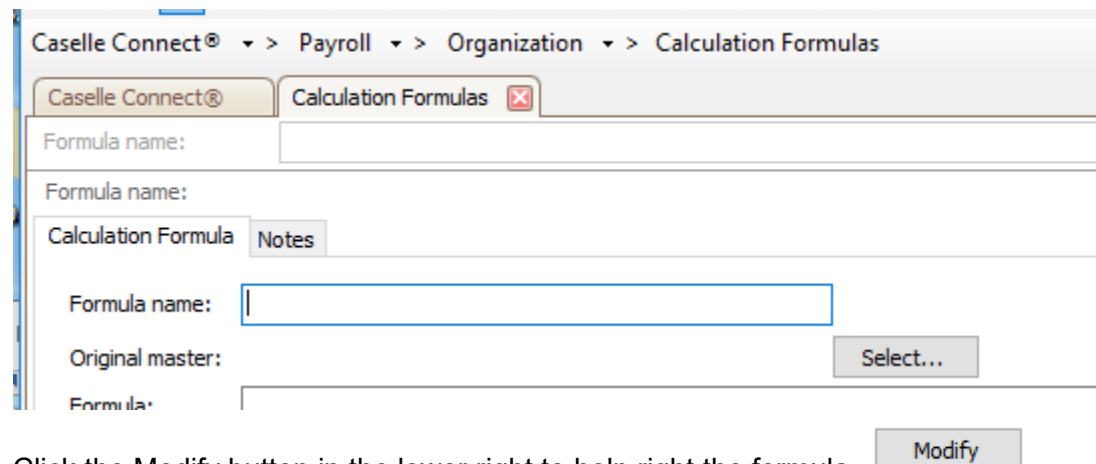
    vii. Repeat these steps for each possible longevity level. Save and Close Calculations tables when you are finished.

Over	Not Over	Tax Amount	Tax Rate
.00	5.00	.00	.0000
5.00	10.00	300.00	.0000
10.00	20.00	600.00	.0000
20.00	9,999.00	900.00	.0000

b. Go to Payroll – Organization – Calculation Formuals to create the set up how the longevity payment will be created. Create a new Formula by clicking the New icon (sheet of paper with a green plus sign).

    i. Enter a name for the formula.

    ii. Click the Modify button in the lower right to help right the formula. **Modify**

    iii. Determine what needs to be done for this formula. In this scenario, we need to look up the employee length of service on the employee record and then pull the amount from the Longevity table.

iv. Select the first variable (Var1) and set it equal to EmployeeLengthofService

Formula — □ ✕

Calculation:

Var1=EmployeeLengthOfService

Double click on a variable or operator below to insert the value into the formula.

Variables:

Variable Name ▲	Insert Value
Employee Birth Date	EmployeeBirthDate
Employee Calculated Amount	EmployeeCalculatedAmount(###-##)
Employee Hire Date	EmployeeHireDate
Employee Length of Service	EmployeeLengthOfService
Employee Pay Period Amount Limit	EmployeePayPeriodAmountLimit
Employer Amount Rate Percent	EmployerAmountRatePercent(###-##)
Employer Calculated Amount	EmployerCalculatedAmount(###-##)
Employer Pay Period Amount Limit	EmployerPayPeriodAmountLimit
Exemptions	Exemptions(###-##)

Operators:

Operator
(+) Add
(-) Subtract
(*) Multiply
(/) Divide
(=) Equals
(<>) Is not equal
(>) Greater than
(>=) Greater than or equal
(<) Less than

Help   Check Syntax   OK   Cancel

v. Look up this variable on the table by selecting Result = Table(Var1)

Formula — □ ✕

Calculation:

Var1=EmployeeLengthOfService
Result=Table(Var1)

Double click on a variable or operator below to insert the value into the formula.

Variables:

Variable Name ▲	Insert Value
Result	Result
Round	Round(Amount, Digits)
SWT	SWT
Table	Table(Amount)
Table Tax Amount	TableTaxAmount(Amount)
Table Tax Rate	TableTaxRate(Amount)
Var1	Var1
Var10	Var10
Var11	Var11

Operators:

Operator
(+) Add
(-) Subtract
(*) Multiply
(/) Divide
(=) Equals
(<>) Is not equal
(>) Greater than
(>=) Greater than or equal
(<) Less than

Help   Check Syntax   OK   Cancel

vi. Save and Close the formula.

c. Go to Payroll – Organization – Calculations to tie the Table and the Formula together.

      i. Click the New menu icon (sheet of paper with green plus sign).

Calculation name:

Calculation name: Longevity

Calculation | Notes

Calculation name:	Longevity
Abbreviated calculation name:	Longevity
Calculation formula:	Longevity
Calculation table:	Longevity
Pay code type:	Gross Miscellaneous

      ii. Name the Calculation in both the Name and Abbreviated Name fields.

     iii. Select the Formula you created.

     iv. Select the Table you created.

      v. Assign the type of pay code that this calculation will be used on. In this scenario we are paying an employee and do not wish to impact standard hours so it will be a Gross Miscellaneous pay code type.

     vi. Save and close the calculation.

  d. Go to Payroll – Organization – Pay Codes to assign the calcualtion to a pay code.

      i. Select the pay code that will use the calculation; create one if it does not already exist.

      ii. On the Pay Code – Employee tab, change the Amount/Rate/Percent type to Calculation.

     iii. Set the Calculation Name field to the calculation you just created.

Pay code: 14-00   Longevity

Pay Code | Employee | Employer | Leave Rates | W-2/1099 | Notes

Employee | Used in Calculations | Used for Calculation

Amount/Rate/Percent type:	Calculation
Amount:	.00
Maximum limit:	.00
Minimum wage limit:	.00
Maximum wage limit:	.00
Standard pay hours:	.00
GL account:	
Calculation name:	Longevity

2. Group Term Life Insurance

  a. In this example, we assume the employer provides coverage two times the employee annual salary.

  b. Table

Calculation Table | Notes

Calculation table name: group term life

Rates | Modifiers

Over	Not Over	Tax Amount	Tax Rate
.00	25.00	60.00	.0000
25.00	29.00	.72	.0000
29.00	34.00	.96	.0000
34.00	39.00	1.08	.0000
39.00	44.00	1.20	.0000
44.00	49.00	1.80	.0000
49.00	54.00	2.76	.0000
54.00	59.00	5.16	.0000
59.00	64.00	7.92	.0000
64.00	69.00	15.24	.0000
69.00	99.00	24.72	.0000

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Close

Caselle Connect® ▾ > Payroll ▾ > Organization ▾ > Calculation Tables

Caselle Connect® | Calculation Tables ☒

Calculation table

Calculation table name: Group Term Life

Calculation Table | Notes

Calculation table name: Group Term Life

Rates | Modifiers

	Description	Type	Value
1:	Exclusion	Amount	50,000.00
2:		Amount	.00

c. Formula

Formula name: group term life

Calculation Formula | Notes

Formula name: group term life

Original master: Select...

Formula: Var1=((AnnualWage*2)-Modifier1)/1000
           Var2=Table(EmployeeAge)*Var1
           Var3=EmployeeCalculatedAmount(26-00)*26
           Var4=Var2 + Var3
           Result=IIF(Var4<0, 0,Var4)

d. Calculation

3. Garnishments
    a. In this example we will set up a garnishment that is 25% of wages less taxes that cannot exceed $200 per pay check.
    b. Table

c. Formula

Caselle Connect® Calculation Formulas ⊠

Formula name: | [   ] | Formula name ⌄ |

Formula name: Garnishment

Calculation Formula Notes

Formula name: Garnishment

Original master: Select...

Formula: Var1=WagesCurrPer - EmployeeCalculatedAmount(76-00)-EmployeeCalculatedAmount(77-00) - EmployeeCalculatedAmount(74-00) -
EmployeeCalculatedAmount(75-0)
Var2=(Var1)*.25
Var3=5200
Result=MAX(Var2, Var3)

d. Calculation

Caselle Connect® Calculations ⊠

Calculation name: | [   ] |

Calculation name: Garnishment

Calculation Notes

Calculation name:	Garnishment
Abbreviated calculation name:	Garnishment
Calculation formula:	Garnishment ⌄
Calculation table:	No Table ⌄
Pay code type:	Deduction ⌄

4. Overtime
    a. Table

Calculation table | [   ] |

Calculation table name: No Table

Calculation Table Notes

Calculation table name: No Table

Rates Modifiers

Over	Not Over

b. Formula

Formula name: Overtime 01

| Calculation Formula | Notes |

Formula name: Overtime 01

Original master: Federal Withholding [Select...]

Formula: Var1 = HourlyRate+EmployeeCalculatedAmount(12-01)/80+EmployeeCalculatedAmount(19-01)/80
Result =(Var1)*1.5*HoursForPeriodPayCode(23-01)*26

c. Calculation

| Caselle Connect® ☒ | Calculations ☒ |

Calculation name: [   ]

Calculation name: Overtime 01

| Calculation | Notes |

Calculation name: Overtime 01

Abbreviated calculation name: Overtime 01

Calculation formula: Overtime 01

Calculation table: No Table

Pay code type: Gross Overtime

5. Shift Pay
   a. In this example, employees receive their hourly rate plus 35 cents
   b. Table

Calculation table [   ]

Calculation table name: No Table

Calculation Table   Notes

Calculation table name: No Table

Rates   Modifiers

Over	Not Over

c. Formula

Caselle Connect®   Calculation Formulas ☒

Formula name: [   ]

Formula name: Shift Differential

Calculation Formula   Notes

Formula name: Shift Differential

Original master: Select...

Formula: Var1=(HourlyRate + 0.35)*26
Result=HoursForPeriodPayCode(12-00)*Var1

d. Calculation

Caselle Connect®   Calculations ☒

Calculation name: [   ]

Calculation name: Shift Differential

Calculation   Notes

Calculation name: Shift Differential

Abbreviated calculation name: Shift Differential

Calculation formula: Shift Differential

Calculation table: No Table

Pay code type: Gross Regular

e. Another Option – Will show just the shift amount

Pay Code Order

1. Payroll – Organization – Organization – Pay Code Calculation Order

2. Normal – Pay Code number order.
   a. 1-19 Gross Regular, Gross Miscellaneous, Gross Overtime
   b. 20-29 Expenses and Fringe Benefits
   c. 30-69 Deductions
   d. 70-79 Taxes
   e. 80-89 Net Pay/Direct Deposit
   f. 90-99 Information Only

3. Exceptions – when pay codes are used for the calculation of others. For example a garnishment that uses taxes for its calculation, it will have to be in the order AFTER taxes.
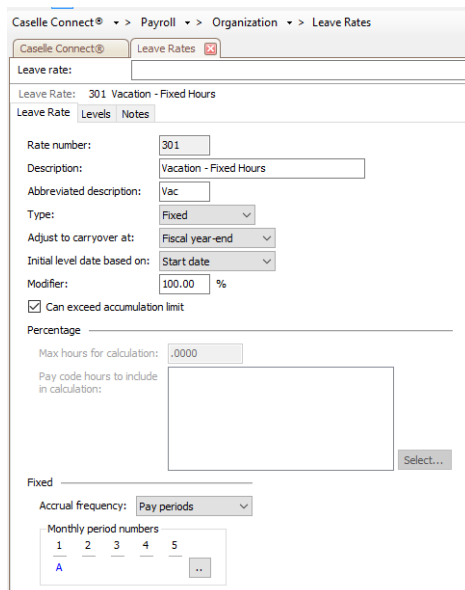
Leave Rates

1. Determine how many decimal points you want to store in your leave balances (2 or 4)

   ☐ Store four decimal places on leave transactions

2. Set up is under Payroll – Organization – Leave Rates
   a. Leave Rate tab

   i. Rate Number – No meaning, but each schedule must have its own number assigned. It is seen on the Leave Register Report.

   ii. Description - A title for the schedule and it should be unique. This is seen on the Leave Register Report.

   iii. Abbreviated Title – 3 character maximum to identify the schedule. Not seen by employees.

   iv. Type –

     1. Fixed – a specified amount of hours are added to an employee's bank

     2. Percentage – a percentage of hours are added to an employee's bank

   v. Adjust to carryover at – this tells the system when you cut off time, or when an employee must use their time.

   vi. Initial level date based on – this tells the system which date field to use to start the employee in the schedule

   vii. Modifier – this is a multiplier for manual leave adjustments. We leave it at 100

   viii. Can exceed accumulation limit – this tells the system whether or not you allow employees to exceed the accumulation limit for this schedule. If it is not checked and an employee is at the maximum, the system will not add more hours to the bank

   ix. Percentage – only available if the Type is set to Percentage. This will list the pay codes that the percentage is based on.

   x. Fixed – only available if the Type is set to Fixed. How often time is added to the bank

     1. Pay Periods – Select which pay periods time will be added to the employee bank

     2. Anniversary Date – Select if time is added in the pay period including the employee anniversary date only

 b. Levels tab
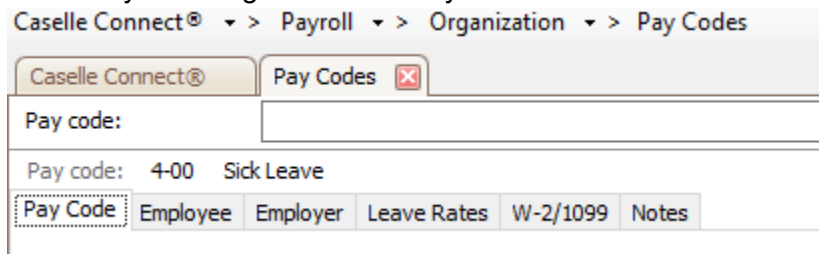
   i. Level Number – Start with 1 and count up for each level in the schedule

   ii. Description – Title the level.

   iii. Length – Enter the number of months or years an employee will remain at this level

iv.   Rate/Amount – Enter the number of hours and employee earns each period/year for this level. If a Percentage was set on the Rate tab, enter the percentage that will be used to add the hours at this level.

v.   Accumulation limit – this is the maximum number of hours an employee can have at any given time

vi.   Carryover limit – this is the number of hours an employee can carry from one year to the next. Hours over this limit will be removed from the employee bank.

c.   Attach Leave Rate to Pay Code

   i.   Go to Payroll – Organization – Pay Codes
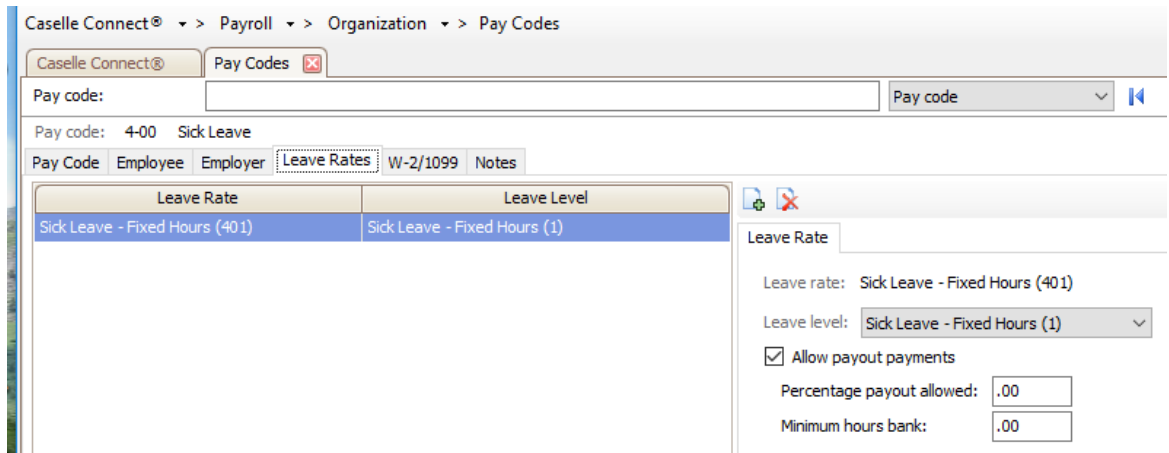
   ii.   Select the appropriate pay code

   iii.   Click on the Leave Rates tab – add the most common leave rate as the default

d.   Attach the Leave Rate to the Employee Pay Code

   i.   Go to Payroll – Employees – Modify Existing Employees

   ii.   Select the appropriate employee and click on the Pay Code tab

iii. Double click on the appropriate pay code for the leave or single click and click the pencil/edit icon.

iv. Click on the Leave Rates tab

v. Assign the correct level for the employee.

vi. The system will populate the Next Level Date and will move this forward during your payroll process when you run "Update Leave Levels" based on the schedule

vii. The [i] icon can be used to see leave transactions but does not allow you to edit the transactions.

viii. The stop leave time accural box should be checked when an employee can still use the hours in the leave bank but will no longer be accruing hours.

3. Sample Leave Schedules
    a. Limit annual hours when accruing percentage or hours at multiple decimal points

b. Vacation – hours added once each month

Leave Rate: 301 Vacation - Fixed Hours

Leave Rate | Levels | Notes

Rate number: 301

Description: Vacation - Fixed Hours

Abbreviated description: Vac

Type: Fixed

Adjust to carryover at: Fiscal year-end

Initial level date based on: Start date

Modifier: 100.00   %

☑ Can exceed accumulation limit

Percentage

Max hours for calculation: .0000

Pay code hours to include
in calculation:

Select…

Fixed

Accrual frequency: Pay periods

Monthly period numbers

1   2   3   4   5

A   ..

Leave Rate: 301 Vacation - Fixed Hours

Leave Rate | **Levels** | Notes

Level	Description
1	Vacation-Fixed Hrs - 0-1 yr
2	Vacation-Fixed Hrs - 2-10 yrs
3	Vacation-Fixed Hrs - 11+ yrs

Level

Level number: 1

Description: Vacation-Fixed Hrs - 0-1 yr

Based on: Length of service

Length: 12   Months

Rate/Amount: 3.0800

Accumulation limit: 120.0000

Carryover limit: 80.0000

c. Vacation – hours added as a percentage of hours worked

Leave Rate: 302 Vacation - Percentage

Leave Rate   Levels   Notes

Rate number:	302
Description:	Vacation - Percentage
Abbreviated description:	Vac
Type:	Percentage ˅
Adjust to carryover at:	None ˅
Initial level date based on:	Hire date ˅
Modifier:	100.00 %

☐ Can exceed accumulation limit

Percentage ─────────────────────────

Max hours for calculation: 80.0000

Pay code hours to include
in calculation:
    1-00 Regular Pay
    3-00 Vacation Pay
    4-00 Sick Leave
    7-00 Holiday Pay
    9-00 Comp Time Pay

    [Select...]

Fixed ─────────────────────────

Accrual frequency: Pay periods ˅

┌ Monthly period numbers ─────────
    1   2   3   4   5
    __   __   __   __   __
                    [..]
└

Leave rate: _____ Leave rate

Leave Rate: 302 Vacation - Percentage

Leave Rate | **Levels** | **Notes**

Level	Description
1	Vacation - 0-5 years
2	Vacation - 6+ years

Level

Level number: 1
Description: Vacation - 0-5 years
Based on: Length of service
Length: 60 Months
Rate/Amount: 5.7700
Accumulation limit: 120.0000
Carryover limit: .0000

Leave Rate: 302 Vacation - Percentage

Leave Rate | **Levels** | **Notes**

Level	Description
1	Vacation - 0-5 years
2	Vacation - 6+ years

Level

Level number: 2
Description: Vacation - 6+ years
Based on: Length of service
Length: 9999 Months
Rate/Amount: 7.7000
Accumulation limit: 160.0000
Carryover limit: .0000

d.   Sick Time – hours added every pay period. With levels for different groups that get time on the same frequency but earn differently or have different accumulation limits

Leave rate:

Leave Rate: 401 Sick Leave - Fixed Hours

Leave Rate | Levels | Notes

Rate number: 401
Description: Sick Leave - Fixed Hours
Abbreviated description: S L
Type: Fixed
Adjust to carryover at: Calendar year-end
Initial level date based on: None
Modifier: 100.00   %
☐ Can exceed accumulation limit

Percentage
Max hours for calculation: .0000
Pay code hours to include
in calculation:

Select...

Fixed
Accrual frequency: Pay periods

Monthly period numbers
1   2   3   4   5
A   A   A   A   A   ..

Leave rate: Leave rate

Leave Rate: 401 Sick Leave - Fixed Hours

Leave Rate | Levels | Notes

Level	Description
1	Sick Leave - Fixed Hours
2	Police

Level

Level number: 1
Description: Sick Leave - Fixed Hours
Based on: Length of service
Length: 9999   Months
Rate/Amount: 1.5400
Accumulation limit: 940.0000
Carryover limit: 940.0000

e. Comp Time – with manual entry setup

Leave rate: [   ]

Leave Rate: 901 Comp Time

Leave Rate | Levels | Notes

Rate number: [901]
Description: [Comp Time]
Abbreviated description: [Com]
Type: [Fixed   ▾]
Adjust to carryover at: [None   ▾]
Initial level date based on: [None   ▾]
Modifier: [100.00] %
☑ Can exceed accumulation limit

Percentage ─────────────────────────────
    Max hours for calculation: [.0000]
    Pay code hours to include
    in calculation: [   ]
                                              [Select...]

Fixed ───────────────────────────────────
    Accrual frequency: [Pay periods   ▾]
    ┌ Monthly period numbers ──────────────┐
    │ 1   2   3   4   5   │
    │ ─   ─   ─   ─   ─   │
    │ A   A   A   A   A   [..]   │
    └───────────────────────────────────────┘

Leave Rate: 901 Comp Time

Leave Rate | **Levels** | Notes

Level	Description
1	Comp Time

Level

Level number: [1]
Description: [Comp Time]
Based on: [Length of service ▾]
Length: [9999] [Months ▾]
Rate/Amount: [.0000]
Accumulation limit: [40.0000]
Carryover limit: [.0000]