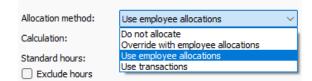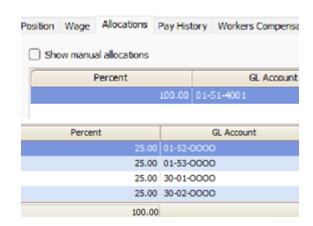# Employee and Pay Code Allocations

To determine the correct Allocation Method to set on an employee pay code you must look at the setup on the Pay Code and the setup on the Employee – Position – Allocation screen.

Employee Allocation Setup Options

1. If you have a full account number listed on the PAY CODE the allocation should be Do Not Allocate

2. If you full account number listed on the EMPLOYEE POSITION ALLOCATIONS screen the allocation should be Override with Employee Allocations

3. If you have a partial account number on BOTH the PAY CODE AND the EMPLOYEE POSITION ALLOCATIONS screen the allocation should be set to Use Employee Allocations

4. If you want to split the amount on the pay code out based on the transactions that happened (like retirement, social security, medicare) the allocations should be set to Use Transactions.