

Employee and Pay Code Allocations

Allocation method: Use employee allocations

Calculation: Do not allocate
Override with employee allocations
Use employee allocations
Use transactions

Standard hours: Use employee allocations

☐ Exclude hours

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

Pay code: 1-01 REGULAR WAGES 1

Pay Code Employee Employer Leave Rates W-2/1099 U

Employee Used in Calculations Used for Calculation

Amount/Rate/Percent type: Hourly

Rate: 100.0000

Maximum limit: .00

Annual limit: .00

Minimum wage limit: .00

Maximum wage limit: .00

Standard pay hours: .00

GL account: FF-DD-0000

Position	Wage	Allocations	Pay History	Workers Compense
<input type="checkbox"/> Show manual allocations				
Percent		GL Account		
100.00		01-51-4001		
Percent		GL Account		
25.00		01-52-0000		
25.00		01-53-0000		
25.00		30-01-0000		
25.00		30-02-0000		
100.00				

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.