

## Pay Codes

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### *Pay Code Types*

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1. **Gross Regular** – Items that are added to an employee payroll check. And will reduce or override standard hours. Standard hours are the total hours set on an employee pay code for automatic payment each payroll.
2. **Gross Overtime** – Any overtime item that is added to an employee payroll check.
3. **Gross Miscellaneous** – Items that are added to an employee payroll check that are included in gross earnings that do not impact standard hours and are not overtime.
4. **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.
5. **Fringe Benefit** – Items that are added for a retirement or tax calculation but not paid to the employee on the payroll check.
6. **Deduction** – Items that are deducted from an employee payroll check. Deduction type codes often include and employer benefit.
7. **Direct Deposit** – Used to calculate amounts for direct deposit.
8. **Federal Withholding** – Used to calculate federal income tax. This type setting will automatically populate the box 2 (Federal income tax withheld) on the W-2.
9. **Informational** – Items that will not impact an employee payroll check. Information codes are often used to record employer paid benefits that do not have an employee deduction amount.
10. **Local Tax** – Used to calculate local jurisdiction taxes (cities and schools). This type setting will populate in box 19 (Local income tax) of the W-2.
11. **Medicare** – Used to calculate the employee and employer portion of Medicare tax. This type setting will automatically populate box 6 (Medicare tax withheld) on the W-2.
12. **Medicare Premium** – Used to calculate the employee required Additional Medicare withholding. This type setting will automatically populate box 6 (Medicare tax withheld) on the W-2.
13. **Net** – Used to calculate the payable amount on employee payroll checks.
14. **Retirement** - Items that are deducted from an employee payroll check for retirement purposes. Retirement type codes often include and employer benefit. We often use the Deduction type setting instead of Retirement so the amounts will automatically appear on the employee payroll check and direct deposit stubs.
15. **Social Security** – Used to calculate the employee and employer portion of Social Security tax. This type setting will automatically populate box 4 (Social security tax withheld) on the W-2.
16. **State Unemployment** – Used to calculate unemployment amounts payable to the State or to track the wages reportable to the State. Without this code, employee wages will not appear on the unemployment file created by the software for the State.
17. **State Withholding** – Used to calculate state income tax. This type setting will automatically populate box 17 (State income tax) on the W-2.
18. **Workers Compensation** – Used to calculate workers compensation premiums or to track the wages reportable for the calculation of workers compensation premiums.

## Menu items

1.  Edit – This will allow you to make a change to an existing Pay Code. This is the default when you open Payroll – Organization – Pay Codes.
2.  New – This is used to create a new Pay Code.
3.  Delete – This is used to delete an existing Pay Code. If a Pay Code is tied to an employee it cannot be deleted.
4.  Save – This is used to save a new Pay Code or a change after editing a Pay Code. The system will automatically save when you are in the edit mode.
5.  Undo – This will undo a change made to a Pay Code if it has not been saved by pressing the Save icon. You cannot undo deleting a Pay Code.
6.  Search – This will allow you to look at a list of all Pay Codes and select the desired Pay Code.
7.  Previous – If you select the previous menu item, you will be moved to the previous Pay Code every time you hit the Enter key on your keyboard.
8.  Next – If you select the next menu item, you will be moved to the next Pay Code every time you hit the Enter key on your keyboard.
9.  Copy – This will allow you to copy an existing Pay Code to create a new Pay Code.
10.  Options – This allows you to lock the settings on specific fields so they cannot be changed.
11.  Restricted Fields – This will allow you to open a locked field.
12.  Application Help – Will take you to the online help guide.
13.  What's this Help – When clicked, this will give you an explanation of any field you hover over.
14.  Pay code:  Pay code    2 of 162  

The search bar will allow you to enter a pay code number or title. You can also move between pay codes with the arrows on the left side of the search bar.

## Pay Code

To access Pay Codes, you will open Payroll – Organization – Pay Codes. You should not have other Payroll windows open at this time.

The Pay Code tab stores high level information about the Pay Code and controls the ability to access specific aspects of the Pay Code.

Pay code: 1-02 HOURLY

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

Pay code:

Sub code:

Title:

Abbreviated title:

Type:

State:

Identification number:

Calculation order: 2 [Modify calculation order](#)

- ☐ Add on new employee
- ☒ Allow employee options
- ☐ Allow employer options
- ☐ Allow payout payments
- ☐ Use as summarization pay code

1. Pay Code and Sub Code – This is the number combination used for data entry and reports. Pay Code numbers allow you to group similar codes together, while the Sub Code allows you to maintain the detail. For example it is common that codes representing regular time worked start with the Pay Code number 1. Normal practice is to use the range 1-29 gross type pay codes, 30-39 for expense and fringe type pay codes, 40-69 for deduction type pay codes, 70-79 for tax type pay codes, 80-89 for net pay and direct deposit and 90-99 for information type pay codes. If there is only one sequence in the group, the sub code is numbered as 00. If there are multiple sequences, the codes will be numbered 01-99.

2. Title – This is the name given to the Pay Code. It must be unique (different than any other Pay Code). It is limited to 30 characters and should be a meaningful title for what is being paid or deducted on the employee payroll check. Employees will see this title on any online pay stubs.
3. Abbreviated Title – This is a shorter title to the Pay Code. It must be unique (different than any other Pay Code) but it can be the same as the title. It is limited to 10 characters and should be a meaningful abbreviation of what is being paid or deducted on the employee payroll check. Employees will see this title on pay stubs printed from the software. Abbreviated titles are also shown on many reports within the payroll database.
4. Type – The type (as defined earlier) determines the natural settings of a pay code for how the system uses the pay code. For example, the system automatically treats Gross type pay codes as an addition to a paycheck and Deduction type pay codes as a subtraction to a pay check. Types also control how items are grouped and appear on employee pay stubs.
5. State – This field ties a Pay Code to a specific state code. It is only used on the State Retirement, State Withholding, State Unemployment and Workers Compensation pay codes. If populated on other Pay Codes, it will do nothing.
6. Identification Number – This field is used to record the State Retirement Employer Number, State Unemployment Number, State Withholding Account Number and Federal Withholding Employer Number. These numbers flow through to electronic reports and W-2s.
7. Calculation Order – This is a setting that controls the order in which the system will add, subtract and calculate a payroll check. If the normal Pay Code numbering system is used, we are able to order the Pay Codes in numeric order so that all earnings are calculated, then deductions are subtracted, then taxes calculated and subtracted, and finally net pay and direct deposit determined. This is a critical point in the setup of a new pay code; if the order is not correct the payroll checks will abort during calculation.
8. Add on New Employee – If checked, the system will automatically give newly created (not copied) employees the Pay Code.
9. Allow Employee Options – This checkbox activates the Employee tab in Pay Code setup and allows us to adjust settings that impact the Employee side of the pay check.
10. Allow Employer Options – This checkbox activates the Employer tab in Pay Code setup and allows us to adjust settings that record the Employer or benefit side of transactions.
11. Allow Payout Payments – At this point in time, this will offer a checkbox on the enter payroll checks screen but it does not change the calculations.
12. Use as Summarization Code – If multiple sequences or sub codes are used with a Pay Code, the system requires a summarization code. The summarization code must always have a Sub Code number of “00”.

## Employee Tab

The Employee tab of a Pay Code allows us to control the amounts, general ledger accounts, tax treatment and much more. The Employee tab of a Pay Code is broken into three subtabs: Employee, Used in Calculations and Used for Calculations.

### 1. Employee subtab

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

Employee Used in Calculations Used for Calculation

Amount/Rate/Percent type:

Rate:

Maximum limit:

Minimum wage limit:

Maximum wage limit:

Standard pay hours:

GL account:

Calculation name:

Employee allocation method:

Position:

Position number:

☐ Round amounts to nearest dollar

☐ Exclude hours

☐ Exclude hours for overtime calculation

Monthly period numbers

|   |   |   |   |   |     |
|---|---|---|---|---|-----|
| 1 | 2 | 3 | 4 | 5 | ... |
| A | A | A | A |   |     |

Allow calculations with these check types

☒ Manual

☒ Payout

☒ Supplemental

☒ Termination

☐ Third party

- a. Amount/Rate/Percent Type determines the how the system will read the rate field. You will enter amounts as positive numbers. If the Pay Code Type is set as Deduction, the system will make the number negative after you click the Enter key on your keyboard. If you type the amount as a negative number for a Deduction, the system will flip the sign and you will pay the employ
  - i. Amount is a flat amount to be paid or deducted from an employee pay check.
  - ii. Calculation is a custom formula set up to determine the amount paid or deducted.
  - iii. Do Not Calculate will cause the pay code to not pay or deduct amounts. It is not the same as terminating a pay code.
  - iv. Hourly is a percentage of the employee's hourly rate.
  - v. Percent of Amount is a percentage of other pay code amounts.
  - vi. Rate Per Hour is a flat amount to be paid times the hours entered. This rate is different than the employees hourly rate.

- vii. Rate Per Unit is a flat amount to be paid times a number of units entered.
  - viii. Salary is a percentage of the employee's annual pay.
- b. Amount/Rate is the amount based on the type set. The title of the "Rate" field will change based on the Type that is assigned. Amounts are entered as positive numbers. If the Pay Code Type is set as Deduction, the system will make the number negative after you click the Enter key on your keyboard. If a Deduction amount is entered as a negative number, the system will flip the sign and will pay the employee instead of deducting the amount. To fix this type of issue, the amount should be set to zero, the Enter key pressed and then the amount entered as a positive number.
- i. If the Type is Amount the Rate (Amount) will be the flat amount processed on each selected payroll. If the Amount type is selected on a deduction pay code, you will now have the option to have the same amount each pay period or you can click the By Pay Period button and set a different amount for each pay period.
  - ii. If the Type is Calculation the Rate field is not available.
  - iii. If the Type is Do Not Calculate the Rate field is not available.
  - iv. If the Type is Hourly the Rate will be 100 for regular time, 150 for overtime at time and one half, and 200 for double time etc.
  - v. If the Type is Percent of Amount the Rate (Percentage) field will be entered as a percentage. Six percent would be entered as 6.0.
  - vi. If the Type is Rate Per Hour the Rate is an amount that will be multiplied by the number of hours entered during payroll processing.
  - vii. If the Type is Rate Per Unit the Rate is an amount that will be multiplied by the number of units entered during payroll processing. Mileage is a common example of this.
  - viii. If the Type is Salary the Rate (Amount) will be 100. This will be 100 percent of the annual wage on the employee record divided by the pay frequency set on the employee record.
- c. Maximum limit is a lifetime maximum amount that can be paid or deducted on the employee pay checks.
- d. Minimum wage limit is the bottom threshold in which a Pay Code will calculate on. This indicates the Pay Code should not be used until the employee has more wages than this amount.
- e. Maximum wage limit is the top threshold in which a Pay Code will calculate on. This indicates the Pay Code should not be used after the employee has wages paid of this amount.
- f. Standard pay hours is a number of hours an employee should be paid for each selected pay period. Hours entered on the same Type of pay code will reduce this. This field will only be effective on the employee's first pay code (normally Regular hours).
- g. GL Account is the general ledger account number that will be debited/credited. Often times we use a masked account number. A mask is when portions of the account number are represented by letters. The system will replace the letters in the account number with the portion of the account number found either on the employee allocation or the transactions entered. These letters can be found by clicking on the drop down at the end of the GL Account number field and selecting Partial Account.

- h. Calculation Name is an option if the Type selected is Calculation. A list of eligible calculations will appear and the appropriate calculation will be selected.
- i. Employee Allocation Method controls whether the system will look for the account number from the employee allocation or the transactions when a masked GL Account is set. ***This setting is important as it will override the account number setting and allocate if you have it set that way even if you have full account number listed.***
  - i. If Use Employee Allocations is selected the system will look at the employee setup for the account number(s) and work with “masked” account numbers.
  - ii. If Use Transactions is selected the system will look at the transactions entered for that payroll and allocate based on the account numbers used on the transactions.
  - iii. If Do Not Allocate is selected the system will use the account number entered in the GL account field. In this situation a masked or partial account number will not work.
  - iv. Override with employee allocations should be used if the account numbers in the employee allocation screen are NOT masked.
- j. Round Amounts to Nearest Dollar will round amounts up if .50 or more and down if .49 or less.
- k. Exclude Hours will hide the hours entered for the pay code from reports.
- l. Exclude Hours From Overtime Calculation will exclude the hours if the system is setup determine overtime hours.
- m. Monthly Period Numbers allow you to control when a pay code should calculate. Every pay roll is assigned a pay period number. Most common is pay periods 1 and 2 for biweekly payrolls. Period 1 being the first pay period of a month and Period 2 being the second pay period of a month. In the situations where there is a third pay period in a month Period 3 is used. If you wanted an earning or a deduction to only happen on the first pay period of a month you would select period 1 for each month on the pay code.
- n. Allow Calculations With These Check Types controls whether a pay code is active for irregular checks. The box should be checked or unchecked based on whether the pay code should work on the other type of checks.
  - i. Manual checks are most commonly used for corrections after a payroll is processed where the amounts on the check are not being used, but the pay codes used need to be corrected.
  - ii. Payout checks are designed for payouts of leave balances, severance etc.
  - iii. Supplemental checks are used when a second check needs to be issued to an employee. Common examples are missed hours or contractual amounts required on a separate check.
  - iv. Termination checks are designed to be used when an employee terminates employment.
  - v. Third Party checks are those issued by a third party company but recorded in the payroll database for reporting purposes.

## 2. Used In Calculations sub tab

Pay code: 1-01 REGULAR 00

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

Employee Used in Calculations Used for Calculation

| Pay Code                      | Percent |
|-------------------------------|---------|
| 41-03 IPPFA ROTH %            | 100.00  |
| 41-05 IPPFA 457 %             | 100.00  |
| 48-01 CHILD SUPPORT           | 100.00  |
| 48-02 GARNISHMENT             | 100.00  |
| 50-01 IMRF CONTRIBUTIONS      | 100.00  |
| 50-02 IMRF ADDITIONAL         | 100.00  |
| 50-03 POLICE PENSION          | 100.00  |
| 74-00 SOCIAL SECURITY         | 100.00  |
| 75-00 MEDICARE                | 100.00  |
| 76-00 FEDERAL WITHHOLDING TAX | 100.00  |
| 77-00 STATE WITHHOLDING TAX   | 100.00  |
| 90-00 IDES                    | 100.00  |
| 91-00 WORKERS COMPENSATION    | 100.00  |

Subject To

Pay code: 41-03 IPPFA ROTH %

Percent: 100.00 %

- This shows any Pay Codes that the currently selected Pay Code is subject to (for earnings) or exempt from (for deductions).
- To add a Pay Code click the Select Pay Codes icon . You can then select any Pay Code from the Available Items list (left side) and add it by clicking Select to the Selected Items list (left side).
- Verify the Percent is 100

## 3. Used for Calculations sub tab

Pay code: 1-01 REGULAR 00

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

Employee Used in Calculations Used for Calculation

| Pay Code | Percent |
|----------|---------|
|----------|---------|

Used for Calculation

Pay code:

Percent: .00 %

- This shows any Pay Codes that the currently selected Pay Code will use in its calculations or percent calculations. The items show are subject to the current Pay Code.
- To add a Pay Code click the Select Pay Codes icon . You can then select any Pay Code from the Available Items list (left side) and add it by clicking Select to the Selected Items list (left side).
- Verify the Percent is 100

- d. If you see a Pay Code listed on the Use in Calculation tab, you will see the reverse when looking at the other Pay Code; you will see the initial Pay Code listed in the Used for Calculation. For example, Pay Code 74-00 is listed while looking at Pay Code 1-01, and Pay Code 1-01 is listed in the Used for Calculation when looking at Pay Code 74-00.

## Employer Tab

The Employer tab of a Pay Code allows us to control the amounts, general ledger accounts, tax treatment and much more. The Employer tab of a Pay Code is broken into three subtabs: Employer, Used in Calculations and Used for Calculations.

### 1. Employer subtab

Pay code: 74-00 SOCIAL SECURITY

| Pay Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Employee | Employer | Leave Rates | W-2/1099 | Notes |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-------------|----------|-------|
| <div> <div>Employer</div> <div>Used in Calculations</div> <div>Used for Calculation</div> <div>Debit Override Account</div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |             |          |       |
| <div> <div>Amount/Rate/Percent type: Percent of amount</div> <div>Allow calculations with these check types</div> <div> <div>Percentage: 6.2000 %</div> <div>Maximum limit: .00</div> <div>Annual limit: .00</div> <div>Minimum wage limit: .00</div> <div>Maximum wage limit: 147,000.00</div> <div>Employer allocation method: Use transactions</div> <div>Debit account: FFF-C-DDD-0000 Partial Account</div> <div>Credit account: FFF-2-0217 Partial Account</div> <div>Calculation name:</div> <div> <input type="checkbox"/> Allow calculations on unpaid employee </div> <div> <div>Monthly period numbers</div> <div> <div>1 2 3 4 5</div> <div>A A A A A ..</div> </div> </div> </div> </div> |          |          |             |          |       |

- a. Amount/Rate/Percent Type determines the how the system will read the rate field. You will enter amounts as positive numbers. If the Pay Code Type is set as Deduction, the system will make the number negative after you click the Enter key on your keyboard. If you type the amount as a negative number for a Deduction, the system will flip the sign and you will pay the employ
- Amount is a flat amount to be paid or deducted from an employee pay check.
  - Calculation is a custom formula set up to determine the amount paid or deducted.
  - Do Not Calculate will cause the pay code to not pay or deduct amounts. It is not the same as terminating a pay code.

- iv. Hourly is a percentage of the employee's hourly rate.
  - v. Percent of Amount is a percentage of other pay code amounts.
  - vi. Rate Per Hour is a flat amount to be paid times the hours entered. This rate is different than the employees hourly rate.
  - vii. Rate Per Unit is a flat amount to be paid times a number of units entered.
  - viii. Salary is a percentage of the employee's annual pay.
- b. Amount/Rate is the amount based on the type set. The title of the "Rate" field will change based on the Type that is assigned. Amounts are entered as positive numbers. If the Pay Code Type is set as Deduction, the system will make the number negative after you click the Enter key on your keyboard. If a Deduction amount is entered as a negative number, the system will flip the sign and will pay the employee instead of deducting the amount. To fix this type of issue, the amount should be set to zero, the Enter key pressed and then the amount entered as a positive number.
- i. If the Type is Amount the Rate (Amount) will be the flat amount processed on each selected payroll. If the Amount type is selected on a pay code, you will now have the option to have the same amount each pay period or you can click the By Pay Period button and set a different amount for each pay period.
  - ii. If the Type is Calculation the Rate field is not available.
  - iii. If the Type is Do Not Calculate the Rate field is not available.
  - iv. If the Type is Hourly the Rate will be 100 for regular time, 150 for overtime at time and one half, and 200 for double time etc.
  - v. If the Type is Percent of Amount the Rate (Percentage) field will be entered as a percentage. Six percent would be entered as 6.0.
  - vi. If the Type is Rate Per Hour the Rate is an amount that will be multiplied by the number of hours entered during payroll processing.
  - vii. If the Type is Rate Per Unit the Rate is an amount that will be multiplied by the number of units entered during payroll processing. Mileage is a common example of this.
  - viii. If the Type is Salary the Rate (Amount) will be 100. This will be 100 percent of the annual wage on the employee record divided by the pay frequency set on the employee record.
- c. Maximum limit is a lifetime maximum amount that can be paid or deducted on the employee pay checks.
- d. Minimum wage limit is the bottom threshold in which a Pay Code will calculate on. This indicates the Pay Code should not be used until the employee has more wages than this amount.
- e. Maximum wage limit is the top threshold in which a Pay Code will calculate on. This indicates the Pay Code should not be used after the employee has wages paid of this amount.
- f. Employer Allocation Method controls whether the system will look for the account number from the employee allocation or the transactions when a masked GL Account is set.
- i. If Use Employee Allocations is selected the system will look at the employee setup for the account number(s).

- ii. If Use Transactions is selected the system will look at the transactions entered for that payroll and allocate based on the account numbers used on the transactions.
  - iii. If Do Not Allocate is selected the system will use the account number entered in the GL account field. In this situation a masked or partial account number will not work.
- g. Debit Account is the general ledger account number that will be debited. Often times we use a masked account number. A mask is when portions of the account number are represented by letters. The system will replace the letters in the account number with the portion of the account number found either on the employee allocation or the transactions entered. These letters can be found by clicking on the drop down at the end of the GL Account number field and selecting Partial Account.
- h. Credit Account is the general ledger account number that will be credited. Often times we use one liability account, but we can use a masked account. A mask is when portions of the account number are represented by letters. The system will replace the letters in the account number with the portion of the account number found either on the employee allocation or the transactions entered. These letters can be found by clicking on the drop down at the end of the GL Account number field and selecting Partial Account.
- i. Calculation Name is an option if the Type selected is Calculation. A list of eligible calculations will appear and the appropriate calculation will be selected.
- j. Allow Calculations on Unpaid Employee, if checked will allow the system to record the benefit of a transaction for active employees that are not being paid. If unchecked the employer portion or benefit will only calculate on paid employees. This is used primarily during FMLA or Military leave.
- k. Monthly Period Numbers allow you to control when a pay code should calculate. Every pay roll is assigned a pay period number. Most common is pay periods 1 and 2 for biweekly payrolls. Period 1 being the first pay period of a month and Period 2 being the second pay period of a month. In the situations where there is a third pay period in a month Period 3 is used. If you want a benefit to calculate only on the first pay period of a month you would select period 1 for each month on the pay code.
- l. Allow Calculations With These Check Types controls whether a pay code is active for irregular checks. The box should be checked or unchecked based on whether the pay code should work on the other type of checks.
  - i. Manual checks are most commonly used for corrections after a payroll is processed where the amounts on the check are not being used, but the pay codes used need to be corrected.
  - ii. Payout checks are designed for payouts of leave balances, severance etc.
  - iii. Supplemental checks are used when a second check needs to be issued to an employee. Common examples are missed hours or contractual amounts required on a separate check.
  - iv. Termination checks are designed to be used when an employee terminates employment.
  - v. Third Party checks are those issued by a third party company but recorded in the payroll database for reporting purposes.

## 2. Used In Calculations sub tab

Pay code: 74-00 SOCIAL SECURITY

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

Employer Used in Calculations Used for Calculation Debit Override Account

| Pay Code   | Perce... |
|------------|----------|
| Subject To |          |
| Pay code:  |          |
| Percent:   | .00 %    |

- This shows any Pay Codes that the currently selected Pay Code is subject to (for earnings) or exempt from (for deductions).
- To add a Pay Code click the Select Pay Codes icon . You can then select any Pay Code from the Available Items list (left side) and add it by clicking Select to the Selected Items list (left side).
- Verify the Percent is 100

## 3. Used for Calculations sub tab

Pay code: 74-00 SOCIAL SECURITY

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

Employer Used in Calculations Used for Calculation Debit Override Account

| Pay Code               | Percent |
|------------------------|---------|
| 1-01 REGULAR 00        | 100.00  |
| 1-02 REGULAR 01        | 100.00  |
| 1-03 MECHANIC          | 100.00  |
| 1-04 SEASONAL WAGES    | 100.00  |
| 1-05 BOARD SALARY      | 100.00  |
| 1-06 HOURLY NO PENSION | 100.00  |
| 1-07 BOARD MEETING PAY | 100.00  |
| 1-01 VACATION 00       | 100.00  |

Used for Calculation

Pay code: 1-01 REGULAR 00

Percent: 100.00 %

- This shows any Pay Codes that the currently selected Pay Code will use in its calculations or percent calculations. The items shown are subject to the current Pay Code.
- To add a Pay Code click the Select Pay Codes icon . You can then select any Pay Code from the Available Items list (left side) and add it by clicking Select to the Selected Items list (left side).
- Verify the Percent is 100
- If you see a Pay Code listed on the Use in Calculation tab, you will see the reverse when looking at the other Pay Code; you will see the initial Pay Code listed in the Used for Calculation. For example, Pay Code 74-00 is listed while looking at Pay Code 1-01, and Pay Code 1-01 is listed in the Used for Calculation when looking at Pay Code 74-00.

#### 4. Debit Override Account

Pay code: 74-00 SOCIAL SECURITY

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

Employer Used in Calculations Used for Calculation Debit Override Account

| Funds | Override Account |
|-------|------------------|
|       |                  |

Debit Override Account

Funds:

Override account:

Values...

- The Debit Override Account allows you to set a specific account for a specific fund to be debited instead of using the account based on the employee allocations or transactions.
- To setup a Debit Override Account:
  - Click the new icon .
  - Enter the fund in the Funds box either directly typing in the box or using the Values button. The fund number must have quotes around it.
  - Enter account that should be debited any transactions for this fund recorded with this Pay Code in the Override account.
- If a Debit Override Account is already set up, it can be removed by clicking the delete icon  found next to the new icon. The delete icon is only available if there is an existing Debit Override Account setup.

### Leave Rates Tab

The Leave Rate tab controls the default leave rate and level of a Pay Code.

Pay code: 6-01 COMP TIME 00

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

| Leave Rate      | Leave Level   |
|-----------------|---------------|
| COMP TIME (300) | COMP TIME (1) |

Leave Rate

Leave rate: COMP TIME (300)

Leave level: COMP TIME (1)

☐ Allow payout payments

Percentage payout allowed: .00

Minimum hours bank: .00

1. The leave rate and level assigned to a pay code is the default. It can be adjusted at the employee level. There should only be one rate listed per Pay Code. The leave rate and level will control how much time is added to an employee's bank and when.
2. To add a Leave Rate:
  - a. Click the new icon .
  - b. Select the default, or most used, Leave Rate for the selected pay code and then click OK.
  - c. Verify the Leave Level is set to the first level.
  - d. Checking the box for Allow Payout Payments will enable the adjustment of the leave bank through the Pay Code on Payout type checks.
    - i. Percentage Payout Allowed will control the maximum percentage of hours that can be cashed out of the leave bank. For example, if employees are allowed to cash out one half of their bank the percentage would be entered as 50.
    - ii. Minimum Hours Bank will control the minimum number of hours remaining in the bank during a payout. For example, if employees are allowed to cash out hours in a bank of more than 20 hours. The system would prevent the payout from taking the banked hours below 20.

## W-2/1099 Tab

The W-2/1099 tab controls which items will appear on the W-2 when not determined by the Pay Code Type.

Pay code: 40-02 SECTION 125 CHILD CARE

| Pay Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Employee | Employer | Leave Rates | W-2/1099 | Notes |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-------------|----------|-------|
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>W-2 code (Box 12): <span style="border: 1px solid #ccc; padding: 2px 10px;">▼</span></p> <p>W-2 other description (Box 14): <span style="border: 1px solid #ccc; display: inline-block; width: 150px; height: 20px;"></span></p> <p><input type="checkbox"/> Include amounts</p> <p>W-2 local tax code: <span style="border: 1px solid #ccc; padding: 2px 10px;">▼</span></p> <p><input checked="" type="checkbox"/> Include amounts for dependent care on the W-2 (Box 10)</p> <p><input type="checkbox"/> Include amounts for non-qualified plans on the W-2 (Box 11)</p> </div> </div> |          |          |             |          |       |

1. W-2 Code (Box 12) is a drop down of IRS codes that are legally required to appear on the W-2. A description of codes can be seen by clicking on the What's This Help and hovering over the drop down.
2. W-2 Other Description (Box 14) is a text field for items that are optional on a W-2. The description entered in the box is what will appear in box 14 of the W-2.

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3. Include Amounts will add the annual amount of the Pay Code to box 14 of the W-2. This checkbox should be used in conjunction with the W-2 Other Description (Box 14) field.
  4. W-2 Local Tax Code is a drop down to identify whether the Pay Code is a City, County, School or Other type of Local Tax.
  5. Include Amounts for Dependent Care on the W-2 (Box 10) will add the annual amount of the Pay Code to box 10 of the W-2.
  6. Include Amounts for Non-Qualified Plans on the W-2 (Box 11) will add the annual amount of the Pay Code to box 11 of the W-2.

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## *Notes Tab*

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The Notes tab allows you to add notes about the Pay Code. These should not be notes specific to an employee. You can use the Add Timestamp to document the date, time and person that added the note.