Integrity Data.

Your people. Our priority.

Automatic Recurring Payment

1. Setup Earnings Code with Earnings SubType as “Additional Rate”. Setup>Payroll Codes

Payroll Code Show less

Type	Earnings	W2 Box 14 Caption	
Code	PHONE EXPENSE	W2 State Line Emp. ID Override	
Description	Phone expense reimbursement	W2 State Line Wages Override	
Manual Input Allowed	On	W2 Tax Do Not Reverse Sign	Off
Reverse Sign Allowed	On	Sorting No.	100
Process Procedure Code		Blocked	Off
W2 Classification			

Earnings Setup Show less

Earnings SubType	Additional Rate	Allow Negative Hours	Off
Use Earnings Rate Table	Off	Work Type Code	
Pay Matrix Code		Exclude from Exp. Allocation Template	Off

2. Create user Defined Field in Payroll Setup>Additional Setup>User Defined Decimal Field. This will be the field that the amount will be populated on the Employee Record to pull in each pay period.

User Defined Decimal Fields Show le

User Defined Decimal 1 Caption	Additional Pay	User Defined Decimal 7 Caption	
User Defined Decimal 2 Caption	Bonus 1 EOM	User Defined Decimal 8 Caption	
User Defined Decimal 3 Caption	Bonus 2 EOM	Emp. Deduction UDF Decimal 1 Capti...	
User Defined Decimal 4 Caption	Phone Expense	Emp. Deduction UDF Decimal 2 Capti...	
User Defined Decimal 5 Caption		Emp. Deduction UDF Decimal 3 Capti...	

3. Create Process Procedure Code (Setup Groups>Process Procedures>Process Procedure Codes).

Type ↑	Code ↑	Description
Procedure	BENEFITS PPD	Benefits Procedure for Per Pay Amt from Ben Table
Procedure	BONUS 1 EOM	Bonus 1 EOM
Procedure	BONUS 2 EOM	Bonus 2 EOM
Procedure	GARN	Garnishment
Procedure	GARN CHILD SUPP	Child Support
Procedure	GARN FLAT	Garnishment Flat Amount
Procedure	GARN-FEE	Garnishment Fee
Procedure	MIN WAGE TRUE UP	Minimum Wage True Up
Procedure	PHONE EXPENSE	Phone reimbursement
Procedure	WC-ER	Workers Comp

4. Create Process Procedure (Setup Groups>Process Procedures>Process Procedures). This is what tells the system where to find the amount to be paid each pay period.
Header:

General

Code	PHONE EXPENSE	Apply to All Employees	On
Description	Phone reimbursement	Use Fixed Date in Age Calculation	Off
Starting Date	2/1/2024	Age Calculation Fixed Date	
Ending Date		Procedure Audit Enabled	Off
Earnings Calculation	Actual Earnings	Use Amount Sign Returned from Proc...	Off
Payroll Header Date to Use	Payment Date	Blocked	Off

Lines:

Lines | Manage

	Calculation Order ↑	Procedure Operation	Procedure Operation 2	Amount	Go to Calculation No. if True	Go to Calculation No. if False	Result From Procedure	Advanced Filter Code	Table ID	Field ID	Employee No. Filter Field ID	Start Date Filter Field ID
→	10	Value from ...			0	0	0		14141103	166	1	0
	20	End Proces...			0	0	0		0	0	0	0

The Table ID of 14141103 = Payroll Employee Table and Field ID of 166 = User Defined Decimal 4 (refer to step 2 to determine the User Defined Decimal field needed).

5. Return to Earnings Code and attach Process Procedure

Payroll Code — Show less

Type	Earnings
Code	PHONE EXPENSE
Description	Phone expense reimbursement
Manual Input Allowed	On
Reverse Sign Allowed	On
Process Procedure Code	PHONE EXPENSE
W2 Classification	
W2 Box 14 Caption	
W2 State Line Emp. ID Override	
W2 State Line Wages Override	
W2 Tax Do Not Reverse Sign	Off
Sorting No.	100
Blocked	Off

6. Add Earnings Code to Setup>Earnings Rates with Rate Type Filter of "All Employees" and a Type of Hourly/Piece Rate Multiplier

General

Rate Type Filter	All Employees
Rate Code Filter	
Earnings Code Filter	
Starting Date Filter	

Analyze | Manage

Earnings Code ↑	Description	Rate Type ↑	Rate Code ↑	Starting Date ↑	Ending Date	Minimum Hours ↑	Type	Value	Value 2	Minimum Quantity ↑	Maximu Quant
OT	Overtime	All Employe...				0	Hourly / Pie...	1.50		0.00	0.
PHONE EXPE...	Phone expense reimburseme...	All Employe...		2/1/2024		0	Hourly / Pie...	1.00		0.00	0.

7. Add Earnings Code to applicable Payroll Calc Formulas (Setup>Payroll Calc Formulas)

Code ↑	Type	Payroll Code	Rate per Hour	Hours	Amount Type	Amount / Percent	Formula	Formula ID	Calculation Sorting No.	State Filter
_REGULAR	Earnings				Formula	0.00	EMPLOYEE REGULAR RATE	1	1	
_REGULAR	Earnings	HOLIDAY			Formula	0.00	HOLIDAYS PER PERIOD	11	10	
_REGULAR					Formula	0.00	HOURS DETAILS	18	48	
_REGULAR	Earnings				Formula	0.00	EMP EARNINGS AMOUNT	65	90	
_REGULAR	Earnings	ADD PAY			Formula	0.00	PROCESS PROCEDURE TABLE	48	90	
_REGULAR	Earnings	PHONE EXPE...			Formula	0.00	PROCESS PROCEDURE TABLE	48	10	
_REGULAR	Deduction				Formula	0.00	EMPLOYEE DEDUCTIONS	12	100	

8. Add to Posting Setup>Earnings for ALL Posting Groups

	Payroll Code ↓	Employee Posting Group ↓	Account Type	Account No.
→	PHONE EXPENSE	PACKAGERS	G/L Account	47500
	PHONE EXPENSE	OTHER	G/L Account	47500
	PHONE EXPENSE	OPERATORS	G/L Account	47500
	PHONE EXPENSE	OFFICERS	G/L Account	47500
	PHONE EXPENSE	MAINTENANCE	G/L Account	47500

9. Add the recurring Amount to the User Defined Field on the Employee Record

User Defined Fields

Show more

Additional Pay	0.00	Bonus 2 EOM	0.00
Bonus 1 EOM	0.00	Phone Expense	41.50

10. Test in payroll to verify calculation is correct and automatic.

Payroll Type ↑	Code	Description	Hours	Quantity	Rate per Hour	Total Amount	Base Taxable Amount	Job No.
Earnings	REGULAR	Regular	20.00		52.25	1,045.00	0.00	
Earnings	PHONE EXPENSE	Phone expense reimbursement				41.50	0.00	
Deduction	125 CAFETERIA PLAN	Health Insurance				-244.49	0.00	
Deduction	401K LOAN	401K Loan				-148.57	0.00	
Deduction	UNUM	Unum Insurance				-17.95	0.00	
Withholding	FITW	Federal WH Tax				-17.36	800.51	
Withholding	MED	EE Medicare Tax				-11.61	800.51	
Withholding	SS	EE Social Security Tax				-49.63	800.51	
Withholding	LA	LA WH Tax				-20.09	800.51	
Employer Tax	FUTA	FUTA Tax				0.00	800.51	