

Employee User Defined Codes

Modified on: Thu, 23 Dec, 2021 at 2:30 PM

These codes are similar to the User Defined Codes on the employee card. You can create any code you want and then attach them to a Process Procedure for more robust calculation requirements.

To add the Employee User Defined Codes go to Employee Card > Navigate > Employee > Employee User Defined Codes.

The screenshot displays the 'PAYROLL EMPLOYEE CARD' interface. On the left, a sidebar menu is open, showing various options under the 'Employee' category. The 'Employee User-Defined Codes' option is highlighted with a red rectangle. The main content area shows the employee's details, including 'EMP10', 'son', and 'Duke Silver'. The 'Emergency Contact' field is filled with 'Duke Silver'. Other fields include 'Emergency Contact 2', 'Emergency Number 2', and 'Preferred Language'. The 'Salesperson Code' field is also visible. The interface includes a 'Show less' button and a 'Fewer options' link.

← PAYROLL EMP. UDF CODES 📄 ↗

🔍 Search ➕ New ✎ Edit List 🗑 Delete Page 🔼 ☰

UDF Code ↑	Description	UDF Value
LICENSE REIM	License Reim	20.00
UNIFORM	Uniform	50.00

← PROCESS PROCEDURE HEADER ✎ + 🗑 ✓ SAVED 📄 ↗

UDF · 1/1/2020

📄 Copy From Procedure Header 📄 Set Active Payroll Codes | More options

General

Code	UDF	Apply to All Employees	☒
Starting Date	1/1/2020	Use Fixed Date in Ag...	☐
Ending Date		Age Calculation Fixed...	☐
Earnings Calculation	Actual Earnings	Procedure Audit Ena...	☐
Payroll Header Date f...	Payment Date		

Lines | Manage 📄

Calculation Order ↑	Advanced Filter Code	Table ID	Field ID	Employee No. Filter Field ID	UDF Code	Start Date Filter Field ID
→ 10		14141310	4	1	UNIFORM	0