

Piece Rate Entries

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How to SETUP A PIECE RATE

Access Earnings Rates

- Go to 'Full Payroll Menu'
- Select 'Earnings Rate' in 'Setup' column

Full Payroll Menu

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

- The Edit-Earnings Rates screen will open:

← EARNINGS RATES | WORK DATE: 10/10/2019
 🔖 📄 ↗

GENERAL

Rate Type Filter

Employee

Earnings Code Filter

Rate Code Filter

Starting Date Filter

Manage

🔍

Earnings Code ↑	Description	Rate Type ↑	Rate Code ↑	Starting Date ↑	Ending Date	Minimum Hours ↑	Type
→		Employee				0.00	Fixed Hourly /

This screen is where you would setup any additional rates that are going to be paid at a different rate than the regular pay code for an employee.

For example: if you pay employees different rates on the weekend, or double-time or night shift anything that needs to multiply off of the normal rate or just be a fixed rate that overrides the normal rate you would do it here and also this is where you would setup piece rates.

EDIT EARNINGS RATES

- Select EARNINGS CODE from drop down menu

← EARNINGS RATES | WORK DATE: 10/10/2019 🔖 📄 ↗

GENERAL

Rate Type Filter None ▾ Earnings Code Filter ---- ...

Rate Code Filter Starting Date Filter ----

Manage 🔍

Earnings Code ↑	Description	Rate Type ↑	Rate Code ↑	Starting Date ↑	Ending Date	Minimum Hours ↑	Type
→ ▾	Employee					0.00	Fixed Hourly /
Code ↑	Description						
→	PIECE RATE 2	Piece Rate 2					
	PIECE RATE1	Piece Rate 1					
+ New		Select from full list					

- In RATE TYPE field, Select employee or group of employees
- If you Select 'EMPLOYEE' Rate Type, then you must select a RATE CODE from drop down menu. The RATE CODE will be the employee you wish to apply the earnings rate code to.

← EARNINGS RATES | WORK DATE: 10/10/2019 NOT SAVED

GENERAL

Rate Type Filter: None Earnings Code Filter: ...

Rate Code Filter: ... Starting Date Filter: ...

Manage

Earnings Code ↑	Description	Rate Type ↑	Rate Code ↑	Starting Date ↑	Ending Date	Minimum Hours ↑	Type
→ PIECE RATE 2	Employee	TEST-EMP-				0.00	Fixed Hourly /

No. ↑ First Name Last Name Hire

→ TEST-EMP-AK Test Employee

TEST-EMP-AL Test Employee

TEST-EMP-AR Test Employee

TEST-EMP-AZ Test Employee

TEST-EMP-CA Test Employee

+ New Select from full list

- Select a 'Starting Date'

← EARNINGS RATES | WORK DATE: 10/10/2019 NOT SAVED

GENERAL

Rate Type Filter: None Earnings Code Filter: ...

Rate Code Filter: ... Starting Date Filter: ...

Manage

Earnings Code ↑	Starting Date ↑	Ending Date	Minimum Hours ↑	Type	Value	Minimum Quantity ↑	Maximum Quantity
→ PIECE RATE 2	1/27/2019		0.00	Fixed Hourly /	2.30	0.00	0.00

- Select TYPE from drop down menu.

← EARNINGS RATES | WORK DATE: 10/10/2019 NOT SAVED

GENERAL

Rate Type Filter: None Earnings Code Filter: ...

Rate Code Filter: ... Starting Date Filter: ...

Manage

Earnings Code ↑	Rate Type ↑	Rate Code ↑	Starting Date ↑	Ending Date	Minimum Hours ↑	Type	Value	Minimum Quantity ↑
→ PIECE RATE 2	Employee	TEST-EMP-AK			0.00	Hourly / Piece	2.30	0.00

- Enter VALUE

← EARNINGS RATES | WORK DATE: 10/10/2019 NOT SAVED

GENERAL

Rate Type Filter: None Earnings Code Filter: ...

Rate Code Filter: ... Starting Date Filter: ...

Manage

Earnings Code ↑	Rate Type ↑	Rate Code ↑	Starting Date ↑	Ending Date	Minimum Hours ↑	Type	Value	Minimum Quantity ↑
→ PIECE RATE 2	Employee	TEST-EMP-AK			0.00	Hourly / Piece	2.30	0.00

- Click the 'Back' button, when ready to move on.

← EARNINGS RATES | WORK DATE: 10/10/2019 NOT SAVED

GENERAL

Rate Type Filter ----- None ▾ Earnings Code Filter ----- ...

Rate Code Filter ----- ... Starting Date Filter -----

Manage 

Earnings Code ↑	Starting Date ↑	Ending Date	Minimum Hours ↑	Type	Value	Minimum Quantity ↑	Maximum Quantity
→ PIECE RATE 2			0.00	Fixed Hourly /	2.30	0.00	0.00

ENTER PIECE RATE ENTRIES

ACCESS 'ENTER PIECE RATE DETAILS'

- Go to FULL PAYROLL MENU
- Select Enter Hours / Quantity > Enter Piece Rate Details

**Full Payroll Menu**

Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
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Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Payroll Calc. Formulas	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Enter Hours Details	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments
Enter Piece Rate Details						

- The Edit – Manual Piece Rate Entries screen will open:

MANUAL PIECE RATE ENTRIES | WORK DATE: 10/10/2019

Manage
 Register Entries
More options

Employee No.	Employee First Name	Employee Last Name	Posting Date	Earnings Code	Quantity	Amount
→					0.00	0.00

- In EMPLOYEE NO. field, Enter Employee or Select Employee from drop down menu

MANUAL PIECE RATE ENTRIES | WORK DATE: 10/10/2019 NOT SAVED

Manage Register Entries More options

Employee No.	Employee First Name	Employee Last Name	Posting Date	Earnings Code	Quantity	Amount
→ TEST-EMP- ✓	Test	Employee			0.00	0.00

No. ↑	First Name	Last Name	Hire
→ TEST-EMP-AK	Test	Employee	
TEST-EMP-AL	Test	Employee	
TEST-EMP-AR	Test	Employee	
TEST-EMP-AZ	Test	Employee	
TEST-EMP-CA	Test	Employee	

+ New Select from full list

- Enter Posting Date or select date from drop down menu
- Enter Earnings Code or select from drop down menu

MANUAL PIECE RATE ENTRIES | WORK DATE: 10/10/2019 ✓ SAVED

Manage Register Entries More options

Employee No.	Employee First Name	Employee Last Name	Posting Date	Earnings Code	Quantity	Amount
→ TEST-EMP-AK	Test	Employee	2/4/2019		0.00	0.00

Code ↑ Description

→ PIECE RATE 2 Piece Rate 2

PIECE RATE1 Piece Rate 1

+ New Select from full list

- Enter quantity in QUANTITY field
- Click 'REGISTER ENTRIES' page action

MANUAL PIECE RATE ENTRIES | WORK DATE: 10/10/2019 ✓ SAVED

Manage Register Entries More options

Employee No.	Employee Last Name	Posting Date	Earnings Code	Quantity	Amount	Hours
→ TEST-EMP-AK	Employee	2/4/2019	PIECE RATE 2	2.00	0.00	0.00

- Click 'OK'
- Run payroll processing document

