Employee Misc. Earnings

PROGRAM NAME: PREARN
MENU OPTION TITLE: Employee Misc. Earnings
MAIN MODULE: PAYROLL
HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program is used to add a miscellaneous earning to an employee for payroll processing. The code must be a valid earnings code set up in the Earnings/Deductions Codes program.

You will only want this set up for employees when a miscellaneous earning occurs. Any codes set per any employees will run each time you process payroll.

PROGRAM OPERATION

Employee Id: Enter a valid employee number, or return to the name field to use the <IFF> functions and scroll through the employees.

Locality: This is the valid location that the taxes are to correspond to for the additional earnings. DO NOT SKIP THIS FIELD!

Code: Enter in the valid code for the additional earning. The description will automatically display if the code is valid. DO NOT SKIP THIS FIELD!

Hours: Enter the hours if this is an hourly employee. These extra hours will be calculated during payroll processing.

Amount: Enter the amount if this is a salaried employee, or if you are giving some type of bonus not hourly based.

Hours YTD/Amount YTD: This is automatically calculated and maintained throughout the year and zeroed out at year-end.