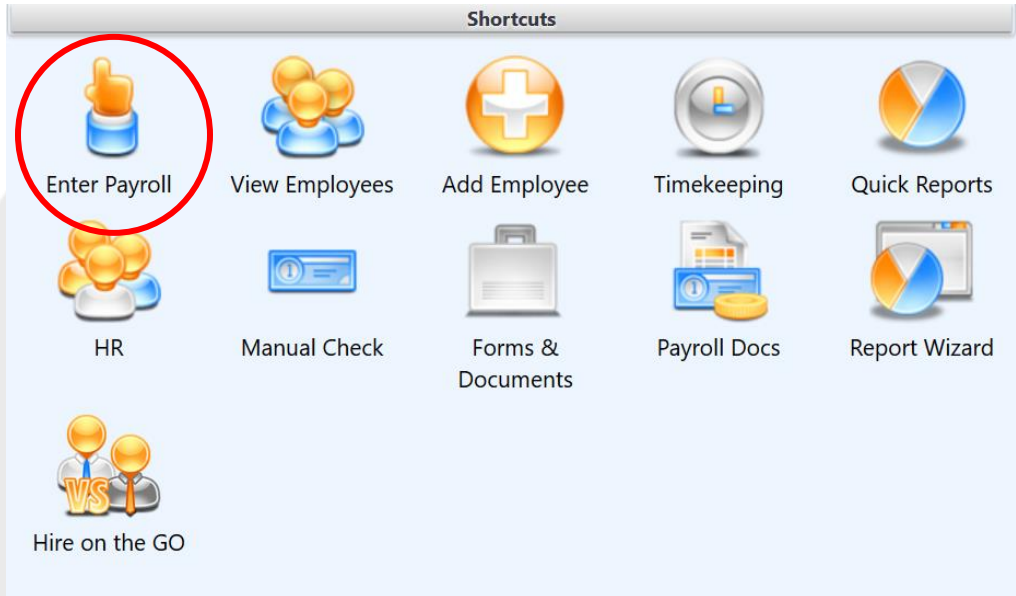




## Add New Deductions/Earning Codes to Enter Payroll Screen

1. Log into Employer on the Go and select “Enter Payroll” from the home page




2. To enter in new deductions/earning codes, click on “Setup”

Pay Frequency	Pay Date	Period Start	Period End	Manual Payroll		
Bi-Weekly	2/3/2018	1/20/2018	1/28/2018	false	 Setup	 Preview Payroll
				Location	- All -	Dept - All -

Employee ID	Last Name	First Name	Pay Type	Rate	Location	Department	Reg Hours	OT Hours	Direct Tips	Held Tips
00000003	C	Neela	Hourly	8.00	00000001 - Main	00000001 - Marketing	100:00			
00000001	Jones	Mary	Hourly	20.00	00000001 - Main	00000001 - Marketing				
00000002	Sinatra	Frank	Salary	7,916.67	00000001 - Main	00000002 - Sales				
00000004	Stevens	Kristie	Hourly	10.00	00000001 - Main	00000002 - Sales				
00000006	Test	Email	Hourly	0.00	00000001 - Main	00000001 - Marketing				

3. Next, check off the earning code you want to add and click  Save at the bottom of the screen.

Earning Code	Description
<input checked="" type="checkbox"/>	011 Regular Hours
<input checked="" type="checkbox"/>	012 Overtime Hours
<input type="checkbox"/>	013 Vacation Hours
<input type="checkbox"/>	014 Holiday Hours
<input type="checkbox"/>	015 Sick Hours
<input type="checkbox"/>	016 PTO
<input type="checkbox"/>	020 Piecework
<input checked="" type="checkbox"/>	021 Commission
<input type="checkbox"/>	022 Bonus
<input checked="" type="checkbox"/>	023 Direct Tips
<input type="checkbox"/>	024 Allocated Tips
<input type="checkbox"/>	025 Misc. Pay
<input checked="" type="checkbox"/>	026 Held Tips
<input type="checkbox"/>	027 Indirect Tips
<input type="checkbox"/>	031 Overtime Level 2
<input type="checkbox"/>	043 Deduction/Adjustment Over
<input type="checkbox"/>	070 Pay Rate
<input type="checkbox"/>	071 Pay Override

4. The new earning code should appear on the enter payroll screen after you click save.

	Reg Hours	OT Hours	Comm	Direct Tips	Held Tips
]	100:00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>