



Per Diem Earnings and Multiple Earnings Codes

Handling Per Diem Earnings/Musicians/Substitutes and Multiple Earning Codes in IOIPay®

Recording hours is critical for compliance with many laws including: ACA, MA Earned Sick Time Law, MA Health Care Reform and for compliance with benefit plan rules

- Any employee that works on a 'per diem' basis must have all hours recorded.
- Example: This employee is paid \$80 per day and worked 7 hours

1. Choose the earnings code of Per Diem
2. Enter 7 hours under Regular
3. Under Rate Ctl, use the dropdown to select a rate that is blank in the employee set up above. (The hours must point to an hourly rate that is blank because we are just recording the hours)
4. Enter in the gross dollar amount to be paid under 'Other Earnings'
5. Preview your work

Detailed Hours Entry

Check Num: 01 | Dept: 13 | Employee Number: 58 | Include salary in preview? [Preview Check](#)

Pay Cycle: Semi-Monthly | Pay Code: Hourly | Labor Distribution Default: No labor dist. code

Salary: | Hourly1: \$80.0000 | Hourly2: | Hourly3: | Service: |

[Line Options >>](#)

	Earnings Code	Regular	Overtime	Double	Rate Ctl.	Special Rate	Other Earnings	Labor Distribution
1	PERD - PER DIEM - R	7.000			2		80.00	
2	- REGULAR - R							
3	- REGULAR - R							

Totals: Regular: 7.000 | Over Time: | Double: | Other: \$ 80.00

* NOTE: Totals are recalculated when record is saved.

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- Any employee who works as a Substitute Teacher must have all hours recorded
- Example: Substitute Teacher worked 2 days (8 hours per day) at a daily rate of 80.00

Detailed Hours Entry

Check Num 01	Dept 12	Employee Number 5	Include salary in preview? <input type="checkbox"/>		Preview Check
Pay Cycle Bi-Weekly	Pay Code Hourly	Labor Distribution Default No labor dist. code			
Salary	Hourly1 \$80.0000	Hourly2 \$100.0000	Hourly3	Service	

[Line Options >>](#)

	Earnings Code	Regular	Overtime	Rate Ctl.	Special Rate	Other Earnings
1	SUBC - SUB/COVERAG	16.0000			11.0000	
2	SUBC - SUB/COVERAG	16.0000		3		176.00
3	- REGULAR - R					
Totals		Regular: 32.0000	Over Time:	Double:		Other: \$ 160.00

Option 1- Hours worked are 16 and entering in a special hourly rate of 11.00=gross of 176.00

Option 2- Hours worked are 16 and choosing Rate Ctl of 3 (which is a blank rate) and adding 176.00 in Other Earnings=gross of 176.00



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Using Multiple Earnings Codes

A large amount of earning codes have been compiled and added to the drop down for locations to choose from when entering hours. This is a great way to show the split of hours and rates, not only on reports, but also on the employees check stub.

1. Utilizing the “Earning Code” drop down, choose the earning code to apply hours towards.
2. Add the hours worked under the “Regular” or “Overtime” if applicable.
3. The “Rate Ctl” option allows you to specify what earning and hours go to what hourly rate.

Example: Employee has multiple job duties

Detailed Hours Entry

Check Num	Dept	Employee Number	Include salary in preview?	
01	12	5	<input type="checkbox"/>	
Preview Check				
Pay Cycle	Pay Code	Labor Distribution Default		
Bi-Weekly	Hourly	No labor dist. code		
Salary	Hourly1	Hourly2	Hourly3	Service
	\$80.0000	\$100.0000		

[Line Options >>](#)

	Earnings Code	Regular	Overtime	Rate Ctl.	Special Rate	Other Earnings
1	MUSC - MUSICIAN ST	3.000		3		300.00
2	FUNR - FUNERAL STIP	1.000		2		
3	BAPT - BAPTISM STIP	3.000		3		300.00
4	- REGULAR - R					

Totals	Regular:	Over Time:	Double:	Other:
	7.000			\$ 600.00

Line 1-Musician worked 2 masses and each mass is 1.5 hours, each mass pays 150.00=300.00

Line 2-Employee participated in a Funeral Mass which lasted 1 hour at 100.00 per funeral=100.00

Line 3-Employee participated in 2 Baptisms which lasted 1.5 hours each at a rate of 150.00 per Baptism=300.00



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Tracking Vacation and Sick Time

All employee's vacation and sick hours must be recorded in *IOIPay* for the accruals to work properly and for the employee's check stubs to reflect the correct available balances

Detailed Hours Entry

Check Num 01	Dept 12	Employee Number 65	Include salary in preview? <input type="checkbox"/>	Preview Check
Pay Cycle Bi-Weekly	Pay Code Salary	Labor Distribution Default No labor dist. code		
Salary \$2,255.00	Hourly1	Hourly2	Hourly3	Service

[Line Options >>](#)

Earnings Code	Regular	Overtime	Rate Ctl.	Special Rate	Other Earnings
1 - REGULAR - R	64.000				
2 VAC - VACATION - R	8.000				
3 SICK - SICK LEAVE - R	8.000				
4 - REGULAR - R					

Totals	Regular: 80.000	Over Time:	Double:	Other: \$
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Example: This is a salary employee who took 1 vacation day and 1 sick day. The employee's hours still equal the 80 that they are to work and their salary amount is not affected

****Always run your Accrual Administration prior to closing your payroll****