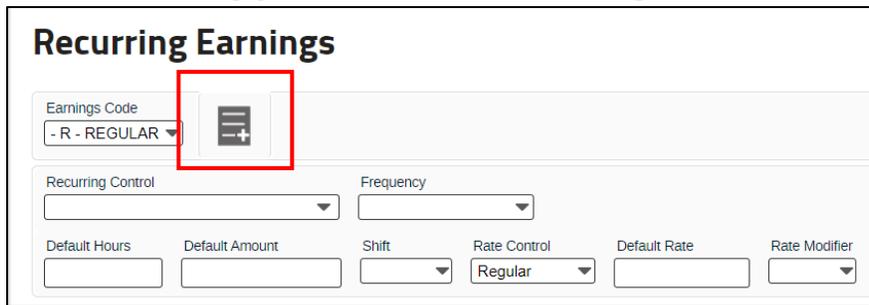


## Setting up a Priests' Stipend as Recurring Earnings

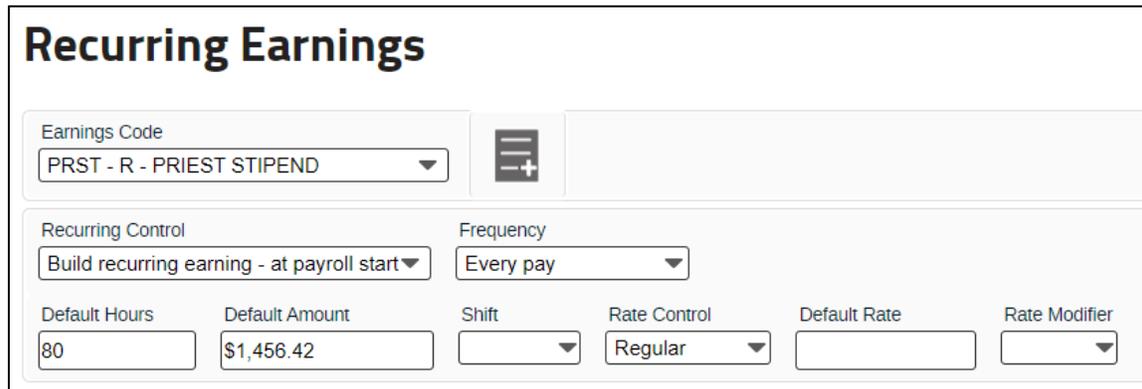
Priests are set up within *PrimePay* with the Recurring Earnings screen to capture their base Stipend and Room and Board. Priests therefore do not have any data in the Salary Per Pay field on their Employee Demographic screen. Ensure payroll is OPEN.

1. Once you have completed the new hire process for a priest, click on **Recurring Earnings** under Employee Maintenance on the left side of the screen.
2. To add a recurring earning, click on the blank page icon, shown circled below. The screen will refresh, allowing you to choose an **Earning Code** from the drop down.



The screenshot shows the 'Recurring Earnings' form. The 'Earnings Code' dropdown is set to '- R - REGULAR'. A red box highlights a blank page icon (a square with a plus sign) located to the right of the dropdown. Below this, the 'Recurring Control' and 'Frequency' dropdowns are visible. The 'Default Hours' field is empty, 'Default Amount' is empty, 'Shift' is empty, 'Rate Control' is set to 'Regular', 'Default Rate' is empty, and 'Rate Modifier' is empty.

3. To set up the priest base Stipend, choose the earning code: **PRST-R- PRIEST STIPEND.**
4. Set the Recurring Control to: **Build recurring earning-at payroll start**
5. Set the Frequency to: **Every pay**
6. Default Hours: **80 hours bi-weekly**  
(Note: priests should be paid bi-weekly and do not need to be paid monthly)
7. Default Amount: **Add the per payroll priest stipend amount**  
(Be sure to use the bi-weekly amount expressed in the Remuneration Policy)



The screenshot shows the 'Recurring Earnings' form with the following details filled in: 'Earnings Code' is 'PRST - R - PRIEST STIPEND', 'Recurring Control' is 'Build recurring earning - at payroll start', 'Frequency' is 'Every pay', 'Default Hours' is '80', 'Default Amount' is '\$1,456.42', 'Rate Control' is 'Regular', and 'Default Rate' and 'Rate Modifier' are empty.

8. Click **Save**
9. Click **Hours & Dollars** then Detailed **Hours Entry**
10. Under line 1, select the earnings code **PRST- PRIEST STIPEND**

11. Enter the standard hours per pay period under **Regular** (80 for bi-weekly)
12. Enter the per pay stipend amount per pay under **Other Earnings**
13. Click **Save**

Line Options >>									
	Earnings Code	Regular	Overtime	Double	Rate Ctl.	Special Rate	Other Earnings	Labor Distribution	Comment
1	PRST - PRIEST STIPEND - R	80.000					1456.42		
2									
3									

### Mass Stipends

Some priests request to be paid Mass stipends on a recurring/automatic basis. To account for these \$10/Mass stipends on a recurring basis, use the new earnings blank page icon and choose **STIP - R - MASS STIPEND**. These can be set up to pay once per month or every pay. Choose the correct Frequency to match the priest's request.

### Setting up a Priests' Room & Board as Recurring Earnings

1. To add a recurring earning, click on the blank page icon. The screen will refresh, allowing you to choose an **Earning Code** from the drop down.
2. To set up the Priest Room & Board, choose the earning code: **R&B-R-CLERGY ROOM AND BOARD**
3. Set the Recurring Control to: **Yes - This is a recurring earning** (required for any recurring earning that does not appear every pay)
4. Set the Frequency to: **First pay of month** (to avoid issues with 27 pays in some years).
5. Default Amount: Currently \$600 per month (*confirm in the Remuneration Policy*).
6. Click **Save**

## Recurring Earnings

Earnings Code R&B - R - CLERGY ROOM AND <span style="float: right;">+</span>					
Recurring Control Yes - This is a recurring earning	Frequency First pay of month				
Default Hours <input type="text"/>	Default Amount 600	Shift <input type="text"/>	Rate Control Regular	Default Rate <input type="text"/>	Rate Modifier <input type="text"/>