



Setting Up Hours for Lay Employees

Salaried Employees who work the same hours every pay period should be set up under Recurring Earnings to capture their hours.

Step 1- Setting up the Hours under the Recurring Earnings screen

- Click the icon to create a new Earning Code and choose the Earning Code for R-REGULAR
- The Recurring Control should be set to “Build recurring earning-at payroll start”
- Frequency is Every pay
- For Default Hours, select 80

Recurring Earnings

Earnings Code

▼

Recurring Control

▼

Frequency

▼

<p>Default Hours</p> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text" value="80.000"/>	<p>Default Amount</p> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text"/>	<p>Shift</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: none; border-bottom: 1px solid #ccc;" type="text"/> ▼ </div>	<p>Rate Control</p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: none; border-bottom: 1px solid #ccc;" type="text" value="Regular"/> ▼ </div>
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Setting Up Hours for Lay Employees

Step 2- Setting up the Hours on the Employee's Hours and Dollars Screen

- Now go to Hours and Dollars
- On line 1, choose REGULAR-R for the earning code
- Enter 80 under Regular
- Click 'Save'

Salary	Hourly1	Hourly2	Hourly3		
\$2,845.00					
Service					
Line Options >>					
Earnings Code	Regular	Overtime	Rate Ctl.	Special Rate	Other Earnings
1 - REGULAR - R	80				

Note: The very first time a Recurring Earning is set up, it is a 2 step process. Every payroll moving forward, the hours will automatically be recorded in the system.



Setting Up Hours for Lay Employees

Setting up Hours and Earnings for Employees with Multiple Pay Rates

Employees that have more than one pay rate at a location can also be set up with Recurring Earnings. See the example below for a teacher who also works in the Afterschool Program.

Step 1 is the Recurring Earnings setup as described above.

Note: Be sure to choose "Hourly Rate 2" under Rate Control. This will then cause the earnings code to appear automatically in the Hours & Dollars Detailed Hours Entry screen for this employee.

Recurring Earnings

Earnings Code

ASP1 - R - AFTER SCHOOL PROGRA ▼

Recurring Control

Build recurring earning - at payroll start ▼

Frequency

Every pay ▼

Default Hours

Default Amount

Shift

Rate Control

Hourly Rate 2 ▼



Setting Up Hours for Lay Employees

Step 2 - Setting up the rate on the employee's Hours and Dollars screen on the first available blank line

Salary	Hourly1	Hourly2	Hourly3		
\$2,255.00		\$14.5000			
Service					
Line Options >>					
Earnings Code	Regular	Overtime	Rate Ctl.	Special Rate	Other Earnings
- REGULAR - R	80.000				
Earnings Code	Regular	Overtime	Rate Ctl.	Special Rate	Other Earnings
ASP1 - AFTER SCHOO			2		
Earnings Code	Regular	Overtime	Rate Ctl.	Special Rate	Other Earnings
- REGULAR - R					