



Setting Up Recurring Earnings and Hours for Priests

- Choose Employee Maintenance
- Recurring Earnings
- Click the icon to create a new Earning Code and choose the earnings code of PRST-R-PRIEST STIPEND
- The Recurring Control is "Build recurring earning - at payroll start"
- Frequency is every pay
- For Default Hours, select 80
- For Default Amount- Enter the Priest Stipend Amount from the Remuneration Policy. Be sure to calculate the bi-weekly amount from the monthly amount expressed in the Policy
- Click "Save"

Recurring Earnings

Earnings Code			
PRST - R - PRIEST STIPEND	▼		
Recurring Control		Frequency	
Build recurring earning - at payroll start	▼	Every pay	▼
Default Hours	Default Amount	Shift	Rate Control
80.000	\$1,600.00	▼	Regular
▼			





Setting Up Recurring Earnings and Hours for Priests

- Click the icon to create a new Earnings Code and choose the earnings code of R&B-R-CLERGY ROOM AND BOARD
- Recurring Controls should be set to “Yes-This is a recurring earning”
- Frequency is First pay of month
- Default amount should be the amount set in the Remuneration Policy
- Click “Save”

Recurring Earnings

Earnings Code			
R&B - R - CLERGY ROOM AND BOA ▼			
Recurring Control		Frequency	
Yes - This is a recurring earning ▼		First pay of month ▼	
Default Hours	Default Amount	Shift	Rate Control
<input type="text"/>	\$600.00	<input type="text"/> ▼	Regular ▼



Setting Up Recurring Earnings and Hours for Priests

- Now go to Hours and Dollars
- On line 1 choose the earnings code of PRST-PRIEST STIPEND
- Enter in 80 in Regular and the Priest Salary amount in Other Earnings
- Click "Save"

Salary	Hourly1	Hourly2	Hourly3		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Service					
<input type="text"/>					
Line Options >>					
Earnings Code	Regular	Overtime	Rate Ctl.	Special Rate	Other Earnings
PRST - PRIEST STIPE ▼	80.000	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	1,600.00

Note: The very first time a Recurring Earning is set up, it is a 2 Step Process. Every payroll moving forward the hours and earnings will be recorded in the system.