

# How to Create Earning Type

- 1. Click **Earning Types** from **Payroll** module.
- 2. If there are no earning types yet, new **Earning Types** screen will be displayed directly. Otherwise, a list of existing earning types will be displayed.
- 3. Click **New** toolbar button.

Earning Type			
New Open Refresh Export Close			
Layout Filter Records (F3) 8 record(s)			
Earning ID	Description	Calculation Type	Amount/Factor
<input type="checkbox"/> REG	Regular	Hourly Rate	14.00
<input type="checkbox"/> SAL	Salary Pay	Fixed Amount	4,500.00
<input type="checkbox"/> OTV	Overtime Pay	Overtime	1.50
<input type="checkbox"/> VAC	Vacation Pay	Rate Factor	1.00
<input type="checkbox"/> SICK	Sick Pay	Rate Factor	1.00
<input type="checkbox"/> PERSONAL	Personal Pay	Rate Factor	1.00
<input type="checkbox"/> BONUS	Bonus Pay	Fixed Amount	1,500.00
<input type="checkbox"/> COMM	Commission Pay	Rate Factor	0.50

- 4. Set the value for the following fields:
  - a. Earning ID
  - b. Calculation Type
  - c. Description
  - d. Amount
  - e. Account ID

 Account ID should display **Liability Accounts** only

- f. W2 Code
- 5. Add **Earning Taxes**.
- 6. Click **Save** toolbar button to create earning type.

Earning Types - My Earn

New Save Search Delete Undo Update Employees Close

Details

Earning ID: My Earn Calculation Type: Fixed Amount

Description: For Earnings





Amount: 1.00 Account ID: 50000-0000-000

W2 Code: Sort Order: 0

Earning Taxes

+ Quick Add X Remove Filter Records (F3)

Tax ID	Description	Type	Paid By
<input type="checkbox"/> SDI-CA	State Disability Insurance - CA	USA State Disability	Employ...
<input type="checkbox"/> CA State Tax	California State Tax	USA State	Employ...
<input type="checkbox"/> MI-Local	Michigan City Tax	USA Local	Employ...
<input type="checkbox"/> MI-State Tax	Michigan State Tax	USA State	Employ...
<input type="checkbox"/> SUTA	State UnEmployment Tax	USA SUTA	Compa...
<input type="checkbox"/> FUTA	Federal UnEmployment Tax	USA FUTA	Compa...

Edited

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- 7. Newly created earning type should appear in the grid.

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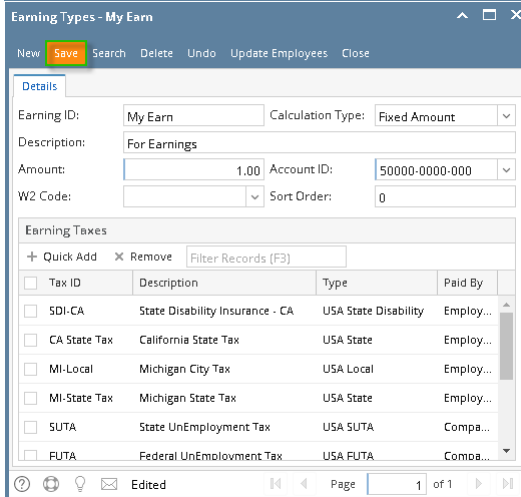
- d. Amount
- e. Account ID

 **Account ID** should display **Liability Accounts** only

- f. W2 Code

5. Add **Earning Taxes**.

6. Click **Save** toolbar button to create earning type.

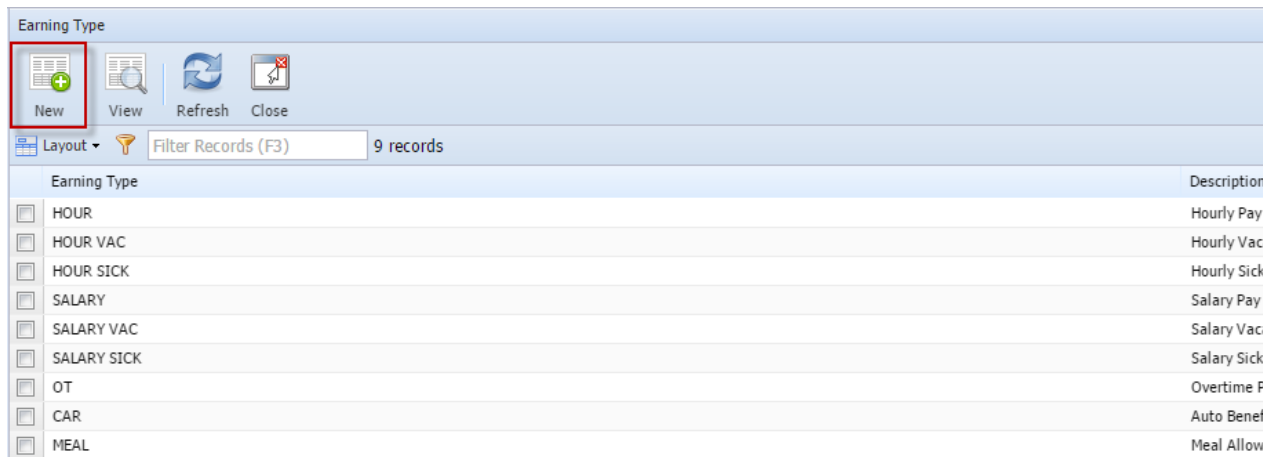


Tax ID	Description	Type	Paid By
<input type="checkbox"/> SDI-CA	State Disability Insurance - CA	USA State Disability	Employ...
<input type="checkbox"/> CA State Tax	California State Tax	USA State	Employ...
<input type="checkbox"/> MI-Local	Michigan City Tax	USA Local	Employ...
<input type="checkbox"/> MI-State Tax	Michigan State Tax	USA State	Employ...
<input type="checkbox"/> SUTA	State Unemployment Tax	USA SUTA	Compa...
<input type="checkbox"/> FUTA	Federal Unemployment Tax	USA FUTA	Compa...

7. Newly created earning type should appear in the grid.

1. From Payroll module > single click the Earning Types.

2. If this is the first record you are to create, it will open directly the Earning Type screen where you can add the Earning Type. Otherwise, it will open the Earning Type screen where existing Earning Types are displayed. Click the **New** toolbar button to open new Earning Type screen.



Earning Type	Description
<input type="checkbox"/> HOUR	Hourly Pay
<input type="checkbox"/> HOUR VAC	Hourly Vac
<input type="checkbox"/> HOUR SICK	Hourly Sick
<input type="checkbox"/> SALARY	Salary Pay
<input type="checkbox"/> SALARY VAC	Salary Vac
<input type="checkbox"/> SALARY SICK	Salary Sick
<input type="checkbox"/> OT	Overtime F
<input type="checkbox"/> CAR	Auto Benef
<input type="checkbox"/> MEAL	Meal Allow

2. Fill in the Earning Type information:

**Earning Types - SALARY**

New Save Search Delete Undo Update Employees Close

Earning ID: **SALARY** Calculation Type: Fixed Amount

Description: Salary Pay

Amount: 4500 Account ID: 61710-2005

W2 Code: Sort Order: 0

**Earning Taxes**

Quick Add Remove

Tax ID	Description	Type	Paid By
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- The **Earning ID** field is a unique ID where you can enter alphanumeric character
  - Calculation Type** by default is set to Fixed Amount. Click the drop down combo box button to select the Calculation Type applicable to your Earning Type.
  - In the **Description** field, enter the Earning Type description.
  - In the **Amount** field, enter the amount.
  - Select the **Account ID** by clicking the drop down combo box button. Expense Accounts will only displayed on the list
3. In the **Earning Taxes** tab, click the **Quick Add** grid button to Add Tax Types (Employee and Company). The selected Tax Types will be associated to Earning Type.

**Add Tax Types**

OK Cancel

Layout Filter Records (F3)

Tax ID	Description	Calculation Type
SUTA	State UnEmployment Tax	USA SUTA
FUTA	Federal UnEmployment Tax	USA FUTA
FICA MED (C)	FICA Medicare Company	USA Medicare
FICA MED (E)	FICA Medicare Employee	USA Medicare
FICA SS (C)	FICA Social Security Company	USA Social Security
FICA SS (E)	FICA Social Security Employee	USA Social Security
FIT	Federal Income Tax	USA Federal Tax

- Click the **Save** toolbar button to save the added Earning Type.
- Click the **Close** toolbar button to close the Earning Type screen.