

# How to Associate Pay Group in Employee Earnings

1. Select an employee record in **Employees** from **Payroll** module.
2. Click **Earnings** tab under **Employee** tab.
3. Select paygroup from the dropdown in **Pay Group** column.
4. Click **Save** toolbar button.

The screenshot shows the 'Entity - Rose Kelley' window with the 'Earnings' tab selected. The 'Pay Group' dropdown for the 'SICK' earning is set to 'Bi-Weekly'. The 'Earning Information' section on the right shows 'Earning ID: SICK', 'Description: Sick Pay', 'Calculation Type: Rate Factor', 'Linked Earnings: REG', 'Rate Factor: 1.00', 'Default Hours: 8.00', and 'Accrue Time Off:'. The 'Earning GL Distribution' section shows a table with 'ExpenseAccount' and 'Percent' columns, with a single entry for '54200-0000-000' at '100.00 %'.

Earning ID	Description	Amount	Default	Pay Group
SICK	Sick Pay	1.00	<input checked="" type="checkbox"/>	Bi-Weekly
VAC	Vacation Pay	1.00	<input checked="" type="checkbox"/>	Bi-Weekly
OTV	Overtime Pay	1.50	<input checked="" type="checkbox"/>	Bi-Weekly
REG	Regular	14.00	<input checked="" type="checkbox"/>	Bi-Weekly

Tax ID	Description	Type	Paid By
<input type="checkbox"/> SUTA	State UnEmployment Tax		Company
<input type="checkbox"/> FUTA	Federal UnEmployment Tax		Company
<input type="checkbox"/> FICA MED Company	FICA Medicare Company		Company
<input type="checkbox"/> FICA MFD Fmnloune	FICA Medicare Fmnloune		Fmnloune

ExpenseAccount	Percent
<input type="checkbox"/> 54200-0000-000	100.00 %

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4. Click **Save** toolbar button.

This screenshot is identical to the one above, showing the 'Entity - Rose Kelley' window with the 'Earnings' tab selected. The 'Pay Group' dropdown for the 'SICK' earning is set to 'Bi-Weekly'. The 'Earning Information' section on the right shows 'Earning ID: SICK', 'Description: Sick Pay', 'Calculation Type: Rate Factor', 'Linked Earnings: REG', 'Rate Factor: 1.00', 'Default Hours: 8.00', and 'Accrue Time Off:'. The 'Earning GL Distribution' section shows a table with 'ExpenseAccount' and 'Percent' columns, with a single entry for '54200-0000-000' at '100.00 %'.

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ExpenseAccount	Percent
<input type="checkbox"/> 54200-0000-000	100.00 %

1. From Payroll module > single click the Employee.

2. Click the Earnings tab, click the combo box drop down on each Earnings to select Pay Group.

Employee - JDBarry

Details Notes Taxes **Earnings** Deductions Time Off Attachments Time Entry

Add Remove

Earning ID	Description	Amount	Default	Pay Group
HOURLY	Hourly Pay	60.00	<input checked="" type="checkbox"/>	BI-WEEKLY
PAIDTIMEOFF	Paid Time Off Pay	60.00	<input checked="" type="checkbox"/>	BI-WEEKLY
BONUS	Bonus Pay	300.00	<input checked="" type="checkbox"/>	BONUS
HOLIDAY	Holiday Pay	0.00	<input checked="" type="checkbox"/>	BONUS

Earning Information

Earning ID: HOLIDAY  
Description: Holiday Pay  
Calculation Type: Fixed Amount  
Amount: 0.00

Earning Taxes

Add Remove

Tax ID	Description	Type	Paid By
<input type="checkbox"/> SUTA	State Unemployment Tax	Company	Company
<input type="checkbox"/> FUTA	Federal Unemployment Tax	Company	Company
<input type="checkbox"/> FICA MED (C)	FICA Medicare Company	Company	Company
<input type="checkbox"/> FICA MED (E)	FICA Medicare Employee	Employee	Employee
<input type="checkbox"/> FICA SS (C)	FICA Social Security Company	Company	Company

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**i** Pay Group in the Employee Earnings will be used to process Paychecks to group Earnings under that Pay Groups.

3. Click the **Save** toolbar button to save.
4. Click the **Close** toolbar button to close the Employee screen.