## How to Associate Pay Group in Employee Earnings

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

ntity General Emplo	yee User Locations	Contacts	Comments (0)	Histor	ry Atta	chments (0)	Messages	Cust	tom Audit Log (4)		
letail Taxes Earning	Deductions Time 0	Dff Time Er	try Direct Dep	osit	Timeshee	t Payche	cks				
+ Add 🛛 🗙 Remove									Earning Informati	on	
arning ID	Description		An	ount	Default	Pay Grou	p		Earning ID:	SICK	
iick.	Sick Pay			1.00	~	Bi-Weekl	V	~	Description:	Sick Pay	
/AC	Vacation Pay			1.00	~	Bi-Weekly	r	-	Calculation Type:	Rate Factor	
עדכ	Overtime Pay			1.50	~	Bi-Weekly			Linked Earning:	REG	
REG	Regular			14.00	~	Bi-Weekly			Rate Factor:		1
									Default Hours:		8
									Accrue Time Off:		
									Faming GL Distri	ution	
Earning Taxes									+ Add × Remo	ve	
+ Add X Remove									ExpenseAccour	it	Percer
Tax ID	Description	тур	Туре			Paid By		54200-0000-000		100.0	
SUTA	State UnEmployment Tax						Company	-			
FUTA	Federal UnEmployment Tax						Company				
FICA MED Company	FICA Medicare Compa	v					Company				
							e .	-			

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

tity General Emplo	yee User Locations Contacts Co	omments (0) Histor	y Atta	:hments (0)	Messages	Custor	n Audit Log (4)		
etail Taxes Earning	Deductions Time Off Time Entry	Direct Deposit	limesheet	Payche	ks				
- Add 🛛 Remove						E	arning Informat	on	
irning ID	Description	Amount	Default	Pay Group	)	E	arning ID:	SICK	
ск	Sick Pay	1.00	~	Bi-Weekl		~ 0	escription:	Sick Pay	
۱C	Vacation Pay	1.00	~	Bi-Weekly		c	alculation Type:	Rate Factor	
τv	Overtime Pay	1.50	$\checkmark$	Bi-Weekly		L	inked Earning:	REG	
G	Regular	14.00	$\checkmark$	Bi-Weekly		F	late Factor:		1.
						0	efault Hours:		8.0
						1	occrue Time Off:		
						E	arning GL Distri	sution	
arning Taxes							+ Add × Remo	ve	
Add × Remove							ExpenseAccou	nt	Percen
Tax ID	Description	Туре			Paid By		54200-0000-00	)	100.00
] SUTA	State UnEmployment Tax				Company	<b>^</b>			
FUTA	Federal UnEmployment Tax				Company				
FICA MED Company	FICA Medicare Company				Company				
						-			

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.

New Save Sea	nch Delete Undo Duplicate Templat	Timesheet Histo	Iry Clos	Se				
Details Notes	Taxes Earnings Deductions Time	Off Attachments	Time	Entry				
🔇 Add 🤤 Remo	ve					Earning Information		
Earning ID	Description	Amount	Default	Pay Group	-	Faming ID:	HOLTDAY	
HOUR	Hourly Pay	60.00	V	BI-WEEKLY		Description	Heltday Day	
PAIDTIMEOFF	Paid Time Off Pay	60.00	<b>V</b>	BI-WEEKLY		Description:	Holiday Pay	
BONUS	Bonus Pay	300.00		BONUS		Calculation Type:	Fixed Amount	`
HOLIDAY	Holiday Pay	0.00	<b>V</b>		v	Amount:		0.0
				Pay Group		Description		
				HOLIDAY		Holiday Pay Group		
				BONUS		Bonus Pay Group		
				BONUS		Bonus Pay Group Commission Pay Group	p	
				BONUS COMMISSION MONTHLY		Bonus Pay Group Commission Pay Group Monthy Pay Group	p	
				BONUS COMMISSION MONTHLY BI-WEEKLY		Bonus Pay Group Commission Pay Group Monthy Pay Group Bi-Weekly Pay Group	p	~
Earning Taxes				BONUS COMMISSION MONTHLY BI-WEEKLY		Bonus Pay Group Commission Pay Group Monthy Pay Group Bi-Weekly Pay Group Description:	p	
Earning Taxes	ve			BONUS COMMISSION MONTHLY BI-WEEKLY		Bonus Pay Group Commission Pay Group Monthy Pay Group Bi-Weekly Pay Group Description:	p	
Earning Taxes Add  Remo	ve Description	Туре		BONUS COMMISSION MONTHLY BI-WEEKLY Paid By		Bonus Pay Group Commission Pay Group Monthy Pay Group Bi-Weekly Pay Group Description:	p	
Earning Taxes Add Remo Tax ID SUTA	ve Description State UnEmployment Tax	Туре		BONUS COMMISSION MONTHLY BI-WEEKLY Paid By Company		Bonus Pay Group Commission Pay Group Monthy Pay Group Bi-Weekly Pay Group Description:	p	
Earring Taxes	ve Description State UnEmployment Tax Federal UnEmployment Tax	Туре		BONUS COMMISSION MONTHLY BI-WEEKLY Paid By Company Company		Bonus Pay Group Commission Pay Group Monthy Pay Group Bi-Weekly Pay Group Description:	p	
Earring Taxes Add © Remo Tax ID SUTA FUTA FICA MED (C)	ve Description State UnEmployment Tax Federal UnEmployment Tax FICA Medicare Company	Туре		BONUS COMMISSION MONTHLY BI-WEEKLY Paid By Company Company Company		Bonus Pay Group Commission Pay Group Monthy Pay Group BI-WeeKly Pay Group Description:	p	
Earning Taxes Add Permo Tax ID SUTA FUTA FICA MED (C) FICA MED (E)	ve Description State UnEmployment Tax Federal UnEmployment Tax FICA Medicare Company FICA Medicare Employee	Туре		BONUS COMMISSION MONTHLY BI-WEEKLY Paid By Company Company Employee		Bonus Pay Group Commission Pay Group Monthy Pay Group Bi-Weekly Pay Group Description:	p	

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.