Payroll Dynamics

Earnings Code Setup Request Form

The configuration of earning codes has a significant impact on tax calculations and reporting for both your employees and your organization. Please allow at least 2 business days to set up a new code to ensure all configurations are applied appropriately.

	Company Code & Company Name	Contact Name	For use on check date
	Earnings Code (Max 3-character code abbreviation)	**Description/Display Name** (15 characters)	**Type** (View drop-down options if none apply leave blank)
Code 1			
Code 2			

Settings and Configuration

Setting	Description	Code 1	Code 2
Wages are included when calculating "eligible earnings" for retirement plans and matches (401k, 403b, 457, IRAs and Roth, etc.)?	Please consult your retirement plan documents for wages that should not be included as compensation for retirement deferrals and matches.	Y ☐ N ☐	Y ☐ N ☐
Wages are included as "subject wages" for worker's compensation reporting?	Commonly, tips, severance payments, and other stipends are not included as wages subject to worker's compensation premiums. If you have questions, please consult with your carrier or broker to confirm.	Y ☐ N ☐	Y ☐ N ☐
Mark as worked hours?	Some states require businesses to differentiate between worked hours and non-worked hours on pay stub and worker's comp reporting.	Y ☐ N ☐	Y ☐ N ☐
Mark as hours worked for accruals?	If any of your accrual policies are based on hours worked, should these hours be included in the calculation?	Y ☐ N ☐	Y ☐ N ☐
Reduce auto-pay hours?	"Yes" will reduce the hours and salary amount of the employee's auto pay by the hours/amount paid in this earning. For example, if a salaried employee is paid 8 hours to this; therefore, the auto pay of 40 hours will be reduced to 32 hours. This option cannot be used unless salaried employees also have an hourly rate in the system.	Y ☐ N ☐	Y ☐ N ☐
Create a GL account?	Answer "Yes" if PDI generates a custom general ledger report for your company and provide GL account mapping information in the notes section. If you don't use the GL module within FUSION, please select "N"	Y ☐ N ☐	Y ☐ N ☐
Include in special Calculations?	If you have custom calcs that will be affected by the addition of this code (shift differential, fringe benefits, union, etc.) please describe in notes section below.	Y ☐ N ☐	Y ☐ N ☐
Add code to FUSION timekeeping?	FUSION Timekeeping Only We would like to track this Earning code in TLM Please enter notes below	Y ☐ N ☐	Y ☐ N ☐

Notes:

Signature: Date: