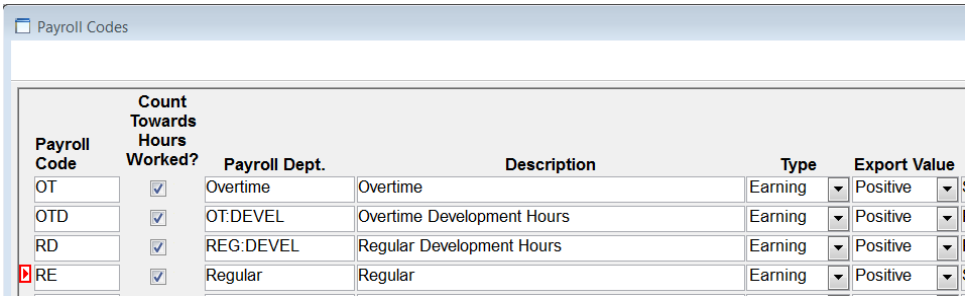
Single-Entry

Payroll Codes and Payroll Code Mapping

This window is populated with data that is meaningful to your payroll system. Ultimately, Advisor will generate a report for manual entry or an export file as an interface to the user's payroll system, when applicable. For example, if the payroll system has an abbreviation for Hourly pay, enter that abbreviation in Payroll Codes. Likewise, the user can enter any departments that your payroll/accounting system uses to track expenses by defining them in Payroll Codes. The user can enter as many payroll codes as your system requires.

Payroll Code Setup

- Go to the Single-Entry module and select the Payroll Codes window
- To add a payroll code, select 'Insert' on the toolbar. The user can add as many payroll codes as the user would like to track.
- Select Save on the toolbar after entering Payroll Codes or making changes.



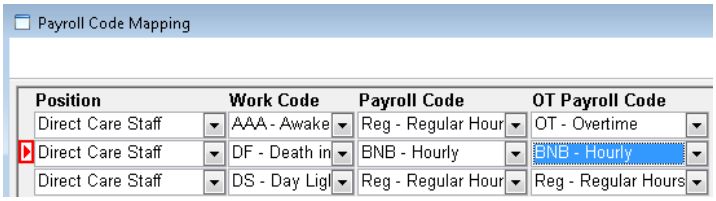
- **Payroll Code** is whatever code the payroll system uses to denote a specific payroll item. If the payroll system does not use a code, leave this field blank.
- **Count Towards Hours Worked?** dictates to Advisor whether these hours need to be included when calculating overtime. For example, PTO (paid time off) typically is not to be included in totals for determining when hours should be considered as overtime.
- **Payroll Department** is a means of tracking payroll expense. Whatever description the user is using in their payroll and/or accounting system to designate a specific location should be entered in this field.
- **Description** is the payroll item description, such as Hourly or Hourly – OT.
- **Type and Export Value** are fields to assist with payroll exports. An Implementation Specialist will set those values to meet the user's needs.

Single-Entry

Payroll Code Mapping

Each position and work code combination must be mapped to the appropriate payroll code and is used to calculate payroll entries. The user can add as many entries for payroll code mapping as required.

- Go to the Single-Entry module and select the Payroll Code Mapping window
- To add a payroll code mapping, select 'Insert' on the toolbar. The user can add as many positions to map as the user would like to track.
- Select Save on the toolbar after entering Payroll Codes or making changes.
- Please see the Payroll Code Mapping Wizard document to utilize the Tool for easier accessing to adding payroll code mapping



- **Position** is populated with positions that have been flagged to 'Create Payroll Entries (SE)' from Employees, Set-up Employees, Positions. Each position that the user has flagged to create payroll entries needs to have a work code and payroll code definition in this window.
- **Work Code** is populated from the Single-Entry, Work Codes window. Each work code needs to be defined for each position with appropriate payroll codes as they relate to your payroll system.
- **Regular Payroll Codes** and **Overtime Payroll Codes** are populated from the Single-Entry, Payroll Codes window. For each position and work code, select the appropriate regular and overtime code as it applies to your payroll system.