Reorganizing Employee Maintenance

UNIFORM
ACCOUNTING
NETWORK

Dave Yost · Auditor of State

Uniform Accounting Network – Reorganizing Employee Settings

TABLE OF CONTENTS

OVERVIEW

To get the most efficient use out of the Payroll module UAN Support recommends a thorough review of all employee specific settings located under Payroll ➜ Maintenance ➜ Employees. This review is not essential, but is highly recommended to get the most out of the software and to avoid ongoing maintenance of items that could potentially be consolidated.

The Employee Maintenance Checklist similar to the one first provided in the 2013 transition* is provided to facilitate your review.

* A note for fiscal officers that started after 2013: newer fiscal officers may not be aware that UAN released a major update of the Payroll module in January 2013 which included enhancements that had the potential to significantly increase efficiency and reduce the time needed for ongoing maintenance of employee settings.   However, applying the enhancement features is not automatic because it requires input from the fiscal officer to determine which options best suit their entity's needs.

PREPARATION

A) Print The Employee General Information Report Before & After

Print the *Employee General Information Report* before and after completing edits. This report is the most comprehensive report in the software for viewing each employee's settings in the Employee Maintenance list. It is located under Payroll ➜ Reports & Statements ➜ Employee Reports, then select the Employee General Information Report from the drop-down menu. Mark the header checkbox to select all and click [Print].

B) Examine Reports & Maintenance Forms Before Editing

Before making any edits it is helpful to browse through all of the Employee screens for at least a few of your employees to get comfortable with the navigating and the organization of the various items. Some employee's data may be straight forward while others more complicated. For example, an employee with four Earning types will require more attention than an employee with just one. Using the reports as a guide, first review those with the simplest setup situation and then progress to the more complicated ones.

C) Evaluate Department and Position Names

One goal for reorganizing is to consolidate employee's earnings to the smallest number necessary to process their wages accurately. Consolidating earnings, when possible, will reduce the time and the potential for error when it is necessary to update employee setup with changes such as rate increases, account distribution, and withholdings.

Assign an employee to the minimum number of departments and positions as possible; ideally to just one department and position. By combining unnecessary duplicates, you may be able to reduce the number for earnings for the employee (in many cases to just one). Remember that a single earning can split charges between different account codes when wages are paid. Other factors may prevent you from consolidating an employee setup to only one earning. Examples include: different groups of withholdings, multiple pay rates, pay frequencies, and pay types (salary, hourly, per item), and certain leave accrual policies would all require more than one earning. However, multiple position and department assignments for an employee are the most common and *often unnecessary* elements that could prevent you from reducing their earnings.

Departments
Combining departments for payroll purposes can make the process more efficient. Department names are not preset by UAN; they are created by UAN users. Departments are used in payroll* to sort employee's earnings into groups of wages to process together. Each employee's earning must be assigned to a single department under Payroll ➜ Maintenance ➜ Employees in the Earnings sub-form. The department names that are available to pick for earnings are setup under General ➜ Maintenance ➜ Departments.

Review your current use of departments for payroll.
For example, an employee may have one pay rate and work in several different "departments" such as road, cemetery and park. The entity payroll might be currently setup with three separate earnings for the employee so that each can be assigned to one of three departments named Cemetery, Road, and Park. Setting up individual departments in this way unnecessarily complicates payroll. Remember, the use of departments in payroll is to sort employees into a group of wages to process together. In our example, the employee might be able to have one earning (instead of three) assigned to one department with a generic description such as 'Maintenance' or 'Labor". Furthermore, some smaller entities may only need one department with a simple name such as 'wages' or 'payroll'.

* Departments may be used by other UAN modules such as Inventory, but the Payroll and Inventory departments <u>do not need to be shared</u>.   Entities that use the Inventory module will want to setup departments that reflect who has control of the equipment. In our example, the entity may want to have separate departments for Cemetery, Road and Park to use in the Inventory module because equipment may be managed by these departments. While at the same time, they could use a generic Maintenance department in place of these for Payroll processing.

Positions
Combining position names for payroll purposes can also make the process more efficient. Position names are not preset by UAN; they are created by UAN users. Each employee's earning must include a Position name that is entered or picked from a list under Payroll ➔ Maintenance ➔ Employees in the Earnings sub-form.

<u>Review your current use of position names in payroll</u>.
If an Employee's position is officially named by legislation or policy then you should set up this employee with that designated position name in payroll. If no official title is given in legislation or policy then the fiscal officer can determine how to label the position for payroll purposes. For example, if the Cemetery Sextant, Zoning Inspector and Road Worker are really one person with the same rate of pay per hour for all three of these positions, there is no inherent need to enter three different positions on three different earnings in payroll. Instead, you could give this employee's position a name that describes all his work such as 'Cemetery, Zoning & Road' or choose something generic such as 'Maintenance'. Another example is when all of your laborers work in all of the departments such as Cemetery, Park and Roads then you could name all of their positions something like 'Hourly Workers' or 'Maintenance'. The same decision could be made for someone that works in both the water and sewer departments of a village.

SCREEN NAVIGATION

Using the Display button to browse will ensure that you do not save an unintended change by mistake. Simply checkmark an Employee ID from the Employee list and click Display to open the Display Employee form. Each tab page on the form that includes an item list will also have a Display button to view the details of the selected items.

When you are ready to edit, close the display forms and return to the Employee list. Checkmark one employee and click Edit. When you select Edit you must choose between two edit types: Guided and Advanced.

1) Guided requires you to select ⊙ Edit an Existing Item or ⊙ Attach a new item and then you must select the item you want to edit or add. Only use Guided when you need to take one action. Guided takes you to the one tab you have indicated but won't allow you to see any other part of the employee record – this option is not helpful when reviewing or reorganizing employee setup.

2) Advanced allows you complete access to the employee record. <u>This option should be chosen when reorganizing employee setup</u>.

Navigation of the Edit Employee form is made easier with the icons you will see in the upper right corner of the forms. The **Edit Employee** form includes an icon to identify it from its sub-forms:

 OR = Edit Employee form

The Edit Employee form includes these tabbed pages:

INFORMATION

The employee's basic information, such as name, address, retirement member dates, base hours and tax deductions are included on this page.

ADDITIONAL INFO

On this page you can attach customized information. Items marked "sensitive" in Payroll ➜ Maintenance ➜ Additional Information will appear with encrypted data and access will be restricted to users that have security clearance. For more information on user security clearance click General ➜ Maintenance ➜ Users and click [Need Help?].

The remaining tabbed pages include item lists with Add, Edit, Activate, Deactivate, Remove and Display buttons that can take action on the list or open sub-forms. Each sub-form has a special icon to make it easier to navigate:

EARNINGS

An Earning is the primary type of cash compensation for an employee. One or more earnings can be assigned to an employee. Other types of compensation such as overtime, leave, non-cash benefits are located and edited on other tabs.

OVERTIME

Overtime compensation is listed on this form. To edit the attachment to an earning you must edit the overtime. An overtime can be assigned to <u>only one earning</u>, but an employee earning can have multiple overtimes. For example, a single Hourly earning might have 1½ overtime and double-time assigned to it.

NON-CASH ⭐

No cash benefits are contained on this tab. Each non-cash benefit must be assigned to <u>only one earning</u>, but an earning can have more than one non-cash benefit assigned to it.

LEAVES ✈

Leaves are managed from this tab. Leave attachments for earnings should be edited from the Leaves form. The 'WH' earning can only be edited from the leaves form.

WITHHOLDINGS %

Withholdings listed on the Withholding tab do not indicate attachments to earnings. Viewing this list shows only the withholdings that are available to be attached to the earnings. You must edit the withholding to change the rate or amount of the withholding and to edit the employer share accounts for Medicare and/or retirement withholdings. A withholding can be assigned to multiple earnings. Withholding attachments to earnings can be viewed and edited in the Edit Withholding form on the Earning tab or in the Edit Earning form on the Withholding tab.

C) Focus On One Employee At Time

Usually the best approach is to review one employee at a time and make edits (if any) to each section (Earnings, Overtime, etc.) for the employee before moving on to another employee.

After you get some practice navigating through the various forms and sub-forms, we recommend the approach outlined in the following **Employee Maintenance Checklist.**

EMPLOYEE MAINTENANCE CHECKLIST

Use this checklist to review employee settings and reorganize (when needed) for efficiency.

☐ **Step 1) Review Reports and Maintenance**

☐ Review the Employee General Information report.
   o Circle fields and hand write changes and re-arrangements that should be done in the maintenance setup based the concepts you have learned in class.
   o Use & revise these notes as you work through the rest of the checklist.

Located at: Payroll ➔ Reports & Statements ➔ Employee Reports

☐ Browse Employee screens to familiarize yourself with the current setup.

Using the [Display] button to browse will ensure that you do not save a change by mistake.

⇨ **Review One Employee At A Time.**

UAN recommends reviewing every form section, tabbed page, and Edit sub-form of the 👤 Edit Employee form and make revisions when needed before moving to the next employee.

☐ **Step 2) Review the Information and Additional Info pages**

Steps to Access: Payroll ➔ Maintenance ➔ Employees ➔ mark the employee and click [Edit] – Advanced to open the 👤 Edit Employee form ➔ it will open on the Information tab.

Other section:
☐ Verify and if needed, update the Status: ⦿ Full Time or ⦿ Part Time.
☐ Make sure the system is set to Track Hours By: ⦿Pay Period.
…
☐ Review all other fields on the Information tab and update if needed.
☐ Click the Additional Info tab and update if needed.

Click [Save]

⇨ **Reminders:**

Keep in mind key concepts in the software as you review and plan:
- Earnings must have a department, position, pay rate, and frequency setup for each earning.
  - Combine departments (in the General module) when possible to reduce the number of earnings.
  - Combine position names when possible to reduce the number of earnings.
- Assigning (*a.k.a. attaching*) items to earning(s) properly is critical to setup. Withholdings, overtime, non-cash and leave that you intend to use on wages must be assigned to one or more earnings.
  - You should not edit (or add) an earning or other item and save it without first clicking on the associated tabs within that form to make sure you have the proper connections between earnings, withholdings, overtimes, non-cash items, and leaves – then click save.
- Earning amounts can be split and paid from two or more appropriation accounts.
- Withholding employer share, overtime, and leave amounts also can be split and paid from two or more appropriation accounts.
- One withholding can be assigned to multiple earnings.
- An overtime earning can be assigned to only one earning.
- An earning can have two or more overtimes assigned to it.
- One leave can be assigned to multiple earnings with the same pay and accrual rates – although it is often best to assign it to just one earning. In addition, the group of withholdings that will be deducted when paying leave is determined by the earning selected in the "WH" column of the leave sub-form.
- A non-cash benefit must be assigned to an earning and it can only be assigned to one. An earning can have multiple non-cash earnings assigned to it.

☐ **Step 3) Determine if some earnings can be merged.**

(For employees with only one earning, *skip to* Step 4)

Some employees may have two or more earnings of the same type. Examine each earning to decide if it can be merged with another earning. **Merging involves deactivating one or more of the earnings and applying an Account Split Method to the remaining earning.** Use the following guide:

1. **Reasons to merge earnings**
   When the only distinction between two or more earnings is the pay description and the appropriation accounts that the earnings are paid from, then you can merge them (deactivate the duplicate earning(s) and split the pay amount between account codes on the remaining earning).

2. **Reasons NOT to merge earnings**
   When the earnings have:

   a. Different Pay types (i.e. salary, hourly, per item)
   b. Different Pay rates
   c. Different Pay frequencies
   d. Different Withholding deductions attached
   e. Different Leave accrual for the same type of leave
   f. Different Position names that the entity determines are important to retain.
   g. Different Departments that the entity determines are important to retain.

   If you do not merge earnings of the same type, then rename each earning description with a distinctive name.

IMPORTANT: do not deactivate any item until you have read through the information below and then deactivate items <u>in the order listed</u> in the checklist *step 5) Deactivate Unnecessary Items*.

Steps to Access: from the 👤 Edit Employee form ➜ click the Earnings tab ➜ mark the earning item(s) & click [Edit] to open the 💲 Edit Employee Earning sub-form.

☐ Review the all sections and tabs on each 💲 Edit Employee Earning sub-form and update your notes as needed.

☐ **Step 4) Evaluate the Employee's Earnings & Assigned Items**

Review each of the Edit Employee form tabs and sub-forms:

1. Decide which other items (if any) to deactivate (withholdings, overtimes, leaves, non-cash).

2. Decide what to name item descriptions when two or more items of the same type will remain active (e.g. two hourly earnings, two sick leaves, etc.).

3. Decide on the position name and department.

4. Decide which Split Method (if any) to use for the remaining earning(s).

5. Decide which Split Method (if any) to use for withholdings, overtimes, and leaves.

6. Decide if the remaining withholdings, overtimes, leaves, and non-cash items need to be re-assigned among the remaining active earnings.

☐ **Step 5) Deactivate items that you will merge (if any)**

Steps to Access: Payroll ➞ Maintenance ➞ Employees ➞ mark the employee and click [Edit] – Advanced to open the 👤 Edit Employee form.

Select the tabbed pages and deactivate items you will merge with others <u>in this order</u>: **

☐ Deactivate Withholdings
☐ Deactivate Leaves
☐ Deactivate Non-Cash
☐ Deactivate Overtimes
☐ Deactivate Earnings

**Following this order can avoid unintentionally hiding relevant items by the "Active" filters on some forms.

Click [Save]

☐ **Step 6) Review Earnings that will remain Active**

Steps to Access: from the 👤 Edit Employee form ➞ click the Earnings tab ➞ mark the earning and click [Edit] to open the 💲 Edit Employee Earning sub-form.

IMPORTANT:
Depending on the employee's setup and items you deactivated in Step 5, it is possible under some circumstances that an active earning could have an inactive item assigned to it instead of the correct one. Confirm that the correct items are assigned to the earning and that those items are active:

<u>Withholdings tab</u>:
☐ Confirm that the correct withholdings are assigned to this earning AND that they are Active. If needed, unassign inactive withholdings and assign the correct active withholdings.

<u>Leaves tab</u>:
☐ Confirm that the correct leaves are assigned to this earning AND that they are Active. If needed, unassign inactive leaves and assign the correct active leaves

<u>Overtimes tab</u>:
☐ Confirm that the correct overtimes are assigned to this earning AND that they are Active. If needed, unassign inactive overtimes and assign the correct active leaves

Non-Cash tab:
☐ Confirm that the correct Non-Cash Benefits are assigned to this earning AND that they are Active. If needed, unassign inactive Non-Cash Benefits and assign correct active Non-Cash Benefits

Position section:
☐ Revise the earning Position Name when more detail is needed (up to 25 characters).
☐ Review all other fields in the Position section and revise as needed.

Pay Section:
☐ Confirm the pay rate and frequency and revise if needed.
☐ Rename the earning Description field when the employee has two or more earnings of the same type.
☐ Review all other fields in the Pay section and revise as needed.

Accounts tab:
The earning will be paid from the appropriation accounts listed.
☐ Verify the account listed is correct. If needed, click the drop-down menu next the appropriation account to select a different account.
☐ When two or more accounts will be used:
  o Click the data entry line drop-down menu to add accounts to the list.
  o Choose the Account Split Method – Manual, Percentage, or Hours – and fill in the required fields.

Details tab:
☐ Review all fields on this page and revise as needed.

Click [Save] and [Close] to return to the 👤 Edit Employee form.

Repeat this step for all Earnings that will remain active.

☐ **Step 7) Review Withholdings**

Steps to Access: from the 👤 Edit Employee form ➜ click the Withholdings tab ➜ mark the withholding and click [Edit] to open the 🔲 Edit Employee Withholding sub-form.

Withholding section:
☐ Rename the withholding Description field if needed.

Details tab:
☐ Review all fields on this page and revise as needed.

<u>Earnings tab</u>:
☐ Review and when necessary ☑ mark or ☐ clear the checkboxes on the earning list. <u>Only earnings that are checkmarked ☑ on this list will have the withholding deducted when wages are paid using the earning</u> i.e. a withholding must be 'assigned to' an earning in order to be deducted.
Reminder: one withholding can be assigned to multiple earnings.

<u>Note: the following two tabs are only applicable to these preset withholdings:</u> Medicare, OPERS-Govt, OPERS-Law, OP&FPF-Fire, OP&FPF-Police, and Social Security.

<u>Appropriation Accounts (Employer Share) tab</u>:
The employer share of this withholding (if any) will be paid from the accounts listed.

☐ Verify the account listed is correct. If needed, click the drop-down menu next the appropriation account to select a different account.
☐ When two or more accounts will be used:
  o Click the data entry line drop-down menu to add accounts to the list.
  o Choose the Account Split Method – Percentage or Object – and fill in the required fields.

<u>Appropriation Accounts (Fringe Benefit) tab</u>:
The fringe benefit of this withholding (if any) will be paid from the accounts listed.
 • Note: even if the employee *currently* does not receive a fringe benefit for this withholding, an account(s) must be specified.

☐ Verify the account listed is correct. If needed, click the drop-down menu next the appropriation account to select a different account.
☐ When two or more accounts will be used:
  o Click the data entry line drop-down menu to add accounts to the list.
  o Choose the Account Split Method – Percentage or Object – and fill in the required fields.

<u>Skip Deductions tab</u>:
Note: this tab is only available for certain types of withholdings and is an optional feature that can be used when applicable. If you currently using this feature, review the settings for accuracy. For more information about skip deductions, go to Payroll ➔ Maintenance ➔ Employees, then click the [Need Help?] button which will open the Payroll Manual to the first page of the Employee setup instructions. Scroll to the section titled: "Skip Deductions

–Withholdings Sub-Form Tabbed Page" for further information.

Click [Save] and [Close] to return to the 🛈 Edit Employee form.

Repeat this step for all Withholdings that will remain active.

☐ **Step 8) Review Overtimes**

Steps to Access: from the 🛈 Edit Employee form ➜ click the Overtimes tab ➜ mark the overtime and click [Edit] to open the ◎ Edit Employee Overtimes sub-form.

Overtime section:
☐ Rename the overtime Description when the employee has two or more overtimes.

Pay section:
☐ Review all fields on the Pay section and revise as needed.

Details tab:
☐ Review the overtime rate for accuracy.

Earnings tab:
☐ The overtime may be paid when paying the earning marked on this page. Confirm that the correct earning is selected ⦿ or revise if needed.

Withholdings tab:
Note that the employee withholdings listed will be applied when paying this employee overtime. This list is generated based on the selection made on the earnings page.

Appropriation Accounts tab:
The overtime will be paid from the appropriation accounts listed.
☐ Verify the account listed is correct. If needed, click the drop-down menu next the appropriation account to select a different account.
☐ When two or more accounts will be used:
  o Click the data entry line drop-down menu to add accounts to the list.
  o Choose the Account Split Method – Manual, Percentage, or Hours – and fill in the required fields.
Click [Save] and [Close] to return to the 🛈 Edit Employee form.

Repeat this step for all Overtimes that will remain active.

☐ **Step 9) Review Non-Cash Benefits**

Steps to Access: from the 🔹 Edit Employee form ➜ click the Non-Cash tab ➜ mark the non-cash item and click [Edit] to open the ⭐ Edit Employee Non-Cash Benefit sub-form.

Non-cash section:
☐ Rename the non-cash Description when the employee has two or more.

Pay section:
☐ Confirm the Pay Rate amount is correct.

Earnings tab:
☐ The non-cash benefit may be paid when paying the earning marked on this page.
Confirm that the correct earning is marked ⊙ or revise if needed.

Withholdings tab:
Note that the employee withholdings listed will be applied when paying this employee non-cash benefit. This list is generated based on the selection made on the earnings page.

Click [Save] and [Close] to return to the 🔹 Edit Employee form.

Repeat this step for all non-cash benefits that will remain active.

☐ **Step 10) Review Leaves**

Steps to Access: from the 🔹 Edit Employee form ➜ click the Leave tab ➜ mark the leave item and click [Edit] to open the 🔹 Edit Employee Leave sub-form.

Leave section:
☐ Rename the leave Description when the employee has two or more leaves.

Pay section:
☐ Review all fields on the Pay section and revise as needed.
   o If the leave is assigned to Hourly earnings, confirm it is set as
     "⊙ Paid when used" and that the correct pay rate per hour is listed.

   o If the leave is assigned to Salary earnings, confirm it is set as
     "⊙ Not paid when used".

Details tab:
☐ Review all fields on this page and revise as needed.

Earnings tab:

☐ The leave may be accrued or used/paid when paying the earning(s) marked on this page. Confirm that the correct earning(s) are marked ☑ or revise as needed.

☐ If the employee has two or more earnings:
  ○ Confirm that the leave is assigned to the correct earning(s)
    i.e. only checkmark ☑ the earning(s) that, when paid, may accrue or use/pay this employee leave.
  ○ Confirm that the correct earning is selected in the "⦿ WH" column.
    Note: the group of withholdings that are assigned to the earning selected in the "WH" column will also be deducted when this leave when paid.

Note: the Withholdings tab and the Appropriation Accounts tab described below will be blank lists when "Leave is: ⦿ Not paid when used (salaried)" is selected in the Pay section since the tabs are not applicable. For salaried employees, leave *used* can be documented when paying wages, but it is not paid as a separate item from the employee's normal salary.

Withholdings tab:

The employee withholdings listed here will be deducted when paying this employee leave. This group of withholdings is generated based on earning selected "⦿" under the "WH" column of the Earnings tab. IMPORTANT: this list should not be blank for hourly paid employees with leave. A 'WH' selection in the Earning tab must be made before the leave will appear on a wage for payment.

Appropriation Accounts tab:

The leave will be paid from the appropriation accounts listed.

☐ Verify the account listed is correct. If needed, click the drop-down menu next the appropriation account to select a different account.

☐ When two or more accounts will be used:
  ○ Click the data entry line drop-down menu to add accounts to the list.
  ○ Choose the Account Split Method – Manual or Percentage – and fill in the required fields.

Click [Save] and [Close] to return to the 🛈 Edit Employee form.
Repeat this step for all leave items that will remain active.

☐ **Step 11) Review reports after changes**

☐ Re-print and review the Employee General Information report and confirm all information is setup correctly.

Reminder: the report is located under:
Payroll ➜ Reports & Statements ➜ Employee Reports

☐ **Step 12 (Optional) Review employee forms**

Although the reports include all the information needed, some users may prefer a final review of the setup in the software. UAN recommends using the $ Edit Employee Earnings sub-form as a springboard for checking all items.

1) First review the Information and Additional Info tabs on the ⓘ Edit Employee form.

2) Next click the Earnings tab and confirm all earnings that should be listed.

3) Review each earning and the items associated with that earning:

☐ Mark the earning and click [Edit] to open the $ Edit Employee Earning sub-form.
  o Confirm all fields in the Position and Pay sections are correct or revise as needed.
  o Confirm all fields on the Details tab are correct or revise as needed.
  o Confirm that the earning will be paid from the correct appropriation account(s) and that the desired split method (if any) is chosen on the Accounts tab.
  o Confirm all items that should be attached to this earning are ☑ marked on the Overtime, Non-cash, Leaves, and Withholdings tabs.
  o Click [Save] and [Close] to return to the ⓘ Edit Employee form.

☐ Review all applicable sub-forms of the items attached to the particular earning.
  o The sub-forms to review, may include:
    ▪ ⓞ Edit Employee Overtimes sub-form.
    ▪ ☆ Edit Employee Non-Cash sub-form.
    ▪ ⟰ Edit Employee Leaves sub-form.
    ▪ % Edit Employee Withholdings sub-form.
  o For each item attached to the earning, click the applicable tabbed page on the ⓘ Edit Employee form, then mark the item and click [Edit] to review and make corrections in the sub-form. Then click [Save] and [Close] to return to the ⓘ Edit Employee form. Repeat for each item attached to the earning.

☐ Repeat for each earning listed in the Earning tab of the ⓘ Edit Employee form.

Repeat for each employee.

SPECIAL CONSIDERATIONS FOR LEAVE BENEFITS

Entities that provide leave benefits need to carefully consider their leave assignments (a.k.a. attachments) when employees have multiple earnings.   As noted previously, leave assignments are completed under the Edit Employee Leave sub-form.

ATTACHING LEAVE TO EARNING(S):

You must attach the leave to the applicable earnings by checking in the **box** next to the earning. If your employee has only one earning then mark the box to create the necessary attachment. If you have multiple earnings then read the next paragraphs carefully to make the correct attachments.

Leave can be attached to more than one earning, however, *it may or may not be correct to attach leave to multiple earnings*. When you have multiple earnings you need to understand the attachment principles to be sure there should be multiple attachments.

Example 1: Earnings with Different Frequencies

Sally is a full time employee that earns an hourly wage paid Bi-Weekly. Sally accrues 3.1 hours sick leave each Bi-Weekly pay period to accrue 80.6 hours of leave per year. Sally fills another position so she has a Salary earning of $150.00 set to the Monthly frequency. She receives separate paychecks for these two positions. In this situation it is absolutely necessary to attach the leave only to the hourly earning with the Bi-Weekly frequency so with every hourly paycheck she will receive 3.1 hours of accrual. You wouldn't attach the leave to the Salary or to both earnings. Attaching it to both earnings would result in an additional 3.1 hour accrued when the monthly paycheck is issued for a total of 117.80 per year and attaching it only to the salary earning would accrue 3.1 hours of leave a month for 37.2 hours per year.

Example 2: Earnings and Leave with Different Pay Rates

Carl typically works 3 days a week in Road and 2 days in Park. He gets paid $15 for Road and $12 for Park and he accrues vacation leave by pay period. It is the township policy to pay him at the rate based on the position the vacation days are used to replace. If only one vacation leave were assigned to both of Carl's earnings, then each time he received vacation pay the vacation rate would have to be adjusted to $15 or $12 depending on which position the hours are replacing and this wouldn't work if he had vacation for both rates in the same pay. This situation would require two vacation leaves at different accrual rates totaling what he should accrue for the period and each leave will be attached only to the earning with the same pay rate. We certainly would not recommend this complicated set up but some entities have adopted this type of policy.

Example 3: Multiple Earnings with different withholding attachments

A good reason to assign one leave to multiple earnings is if those earnings have the same pay rate and position **but** the withholding attachments to each earning are different. Victor works at two different Fire Stations for our township. One station is located in the Village of Buckeye that has an earnings tax and one out in the Township where he doesn't have to pay the earnings tax. He has two earnings, one with the Buckeye Income Tax attached and the other without the tax attachment. Some pay periods he works entirely at one station and does not have any earnings for the other. He earns the same rate of pay at both stations and accrues 6.1 vacation hours each pay period. Attaching the vacation leave to both earnings is necessary to ensure that Victor will accrue the proper amount of leave even when only one of the earnings is paid in a pay period.

If the employee has multiple earnings you need to determine if all or some of them will be attached. This attachment will control when the leave will appear on the wage and if an accrual will generate. If you have unnecessarily set up multiple earnings for the same rate of pay and withholding list instead of using one earning with multiple accounts your leave attachments will be more complicated than necessary. Attach the leave to each earning that would qualify to generate an accrual.

SELECT ONE EARNING AS THE WH ⊙EARNING:

You **must** select one earning as the WH earning. The WH attachment will create the list of withholdings that will be applied when the leave is paid. Instead of using a Withholding tab to select the withholdings that will be attached to the leave you select the Earning that has the withholding attachments that will be applied when the leave is paid. If you only have one earning then that earning is should be selected as the WH earning. If you have reason to retain multiple earnings (for example, due to different taxing locations such as library branches or township fire houses), be sure to select the earning that has the withholdings you want applied when leave is paid. If you fail to select a WH earning the leave will not appear on the wage.