

Earning Code Setup

Configuration and Authorization



Company ID _____ Company Name _____

I, _____, authorize Fastpay Payroll Services to create the following earning code.

Name of Earning Code:

Type of Earning Code: *(Regular Pay, Memo Hours, 401k, Housing/Car Allowance, etc.)*

Is this earning taxable? _____

If no, explanation is required: _____

Does this earning code need to be added to the list of eligible 401k earnings? _____

Does your company have a custom GL? _____

If yes, what account number does this earning need to be coded to:

Effective Date: _____

Authorized Signature: _____

****FastpayOperations:**

Earning Code Used: _____ Earning type and W-2 field added: _____

Calc Code created and pulled in to earning: _____ GL Updated: _____

Added or removed from appropriate code groups & check attributes: _____

Added to SwipeClock and Pay Code Translation updated: _____

Please refer to Fastpay KB Article for Code Group Types and Calc Code Set-up

Requested by:	Completed by:	Date:	Audited by:	Date:
_____	_____	_____	_____	_____