

Overview

The employee-level Earnings screen allows you to enter scheduled earnings such as a dollar amount, a date to begin in the future or a stop date. If an employee is paid a set amount over a period, such as severance pay, isolved can track a balance.

Adding a Scheduled Earning to an Employee

Navigate to **Employee Management > Employee Pay > Earnings**. Only Earnings set up at the client level that “allow for employee overrides” will be listed. Scheduled Earning items, such as Cell Phone allowances, Auto allowances, etc., can be configured on the employee’s **Earning** screen.

Note: If a specific Earning does not appear, has the wrong default schedule, or you cannot override the schedule, contact your Service Bureau.

- Locate the **Earnings** by looking under the column **Pay Item**.
- Click the Pencil Icon to view/edit details.

Cell Phone

* Pay Item: **Cell Phone**

Reference Number:

Default Schedule: **1st Pay of Month**

Schedule Override:

Start Date:

Stop Date:

Amount

- **Pay Item** is coded with the earning name.
- The **Reference Number** field is optional. If it is added, the reference number is available in the reports.
- The **Default Schedule** is the schedule set when the Service Bureau configures the earnings, and it will be applied to all employees with these earnings.
- **Schedule Override** only appears if configured for an override at the client level. This overrides the schedule of when it is paid on the employee’s check. If the schedule is set up for a default of the first pay of the month, and you need to override, and this section does not appear, please contact your Service Bureau.
- The **Start Date** is used If the earning occurs in the future (i.e., at the beginning of next month). Otherwise, the earnings will occur with the next payroll. The payment will occur if the start date is *within the period beginning and end date* for the payroll.

Help Docs

- A **Stop Date** can be added to end an earning or allow an earning to occur for a specific period (i.e., 50 dollars for three pay periods). In other words, once the stop date is reached, the payment will stop without further manipulation. The stop date must be between the beginning and end date of the payroll in which you want it to stop.
Example: The check date is 2/1/2024. The **Period Begin Date** is 1/14, and the **End Date** is 1/27/2024. If the earnings stop with the 2/15/2024 check date, the Stop Date must be between 1/14 and 1/27/2024, making this the last pay period for the wages. The earnings will stop with the next pay.
- **Amount** is the earning's dollar amount based on the schedule
- **Balance** is a field that appears if the earnings have been configured to track a balance. Contact your Service Bureau if this is needed but not present.

Severance Pay

* Pay Item: **Severance Pay**

Reference Number:

Default Schedule: **Every Pay**

Schedule Override:

Start Date: 

Stop Date: 

* Balance:

Amount