



## Step 2: Update the Pay Code and Enter the Units

### Option 1 - From the Time Entry Dashboard:

If a large number of your employees will be receiving a form of unit pay consider adding the columns Units, Unit Pay, and Unit Bill into your Time Entry dashboard. You can accomplish this by right-clicking the dashboard column header and selecting the columns (those marked *with a check* will be included):

The screenshot shows a table with columns: S., Name, Customer, Job Title, Pay Code, and RT... The table contains several rows of employee data. A context menu is open on the right side of the table, listing various columns that can be added to the dashboard. The columns 'Unit Bill', 'Unit Pay', and 'Units' are checked and highlighted with a red box.

S.	Name	Customer	Job Title	Pay Code	RT...
Customer: Creative Memories Inc. (6 items)					
	Cole, Joanne L	Creative Me...	Data Entry	Reg	40
	Cole, Joanne L	Creative Me...	Data Entry	Bonus	0
	Haruko, Ivan H	Creative Me...	Data Entry	Reg	35
	Lawrence, Emily	Creative Me...	Data Entry	Reg	40
	Martin, Andrea Lei...	Creative Me...	Data Entry	Reg	39
	Haruko, Ivan H	Creative Me...	Data Entry	Reg	0
					154.00

- Linked Image Status
- Name
- Number of Days
- Order Id
- Orig Weekend Bill
- OT Bill
- OT Hrs
- OT Pay
- Pay
- Pay Code
- Pay Hold
- Pay Ready
- Payroll Note
- Period End Date
- Period Start Date
- PO Number
- RT Hrs
- Salary
- Salary Approved
- Salary Bill
- Session Id
- Shift
- SSN
- Status
- SubEntity
- Unit Bill
- Unit Pay
- Units
- WE Date

With these columns added simply selecting the appropriate (1.) pay code from the dropdown and entering in the number of (2.) units being paid and the rate of pay/bill per

unit:

The screenshot shows a table with columns: S., Name, Customer, Job Title, Pay Code, RT..., OT..., Pay, Bill, OT..., OT Bill, Units, Unit Pay, and Unit Bill. Red boxes highlight the 'Pay Code' and 'Units' columns. The data rows are as follows:

S.	Name	Customer	Job Title	Pay Code	RT...	OT...	Pay	Bill	OT...	OT Bill	Units	Unit Pay	Unit Bill
	Cole, Joanne L	Creative Me...	Data Entry	Reg	40	0	\$21.00	\$26.00	\$31.50	\$39.00	0	\$0.00	\$0.00
	Cole, Joanne L	Creative Me...	Data Entry	Bonus	0	0	\$21.00	\$26.00	\$31.50	\$39.00	1	\$50.00	\$55.00
	Haruko, Ivan H	Creative Me...	Data Entry	Reg	35	0	\$20.00	\$26.00	\$30.00	\$39.00	0	\$0.00	\$0.00
	Lawrence, Emily	Creative Me...	Data Entry	Reg	40	0	\$21.00	\$26.00	\$31.50	\$39.00	0	\$0.00	\$0.00
	Martin, Andrea Lei...	Creative Me...	Data Entry	Reg	39	0	\$20.00	\$26.00	\$30.00	\$39.00	0	\$0.00	\$0.00

### Option 2 - From the Detailed Timecard:

Users can also input unit pay from the detailed timecard. To access the detailed timecard either highlight and double-click the transaction that needs the unit pay added or select "Detailed Timecard" at the bottom of your time entry dashboard:

The screenshot shows a detailed timecard interface with columns: Status, Name, Customer, Job Title, Pay C..., and RT Hrs. A red box highlights the 'Pay C...' column for the second row, which is set to 'bonus'. At the bottom, a button labeled 'Detailed Timecard' is highlighted with a red box.

Status	Name	Customer	Job Title	Pay C...	RT Hrs
	Cole, Joanne L	Creative Memories Inc.	Data Entry	Reg	40
	Cole, Joanne L	Creative Memories Inc.	Data Entry	bonus	0
	Haruko, Ivan H	Creative Memories Inc.	Data Entry	Reg	35
	Lawrence, Emily	Creative Memories Inc.	Data Entry	Reg	40
	Martin, Andrea Lei...	Creative Memories Inc.	Data Entry	Reg	39
					154.00

With the detailed timecard now expanded, verify that you are within the (3.) pay and bill rates tab, enter the (4.) amount of units you are paying and how much per unit you are paying and billing. Lastly, update the (5.) pay code to bonus.

Cole, Joanne L	Creative Me...	Data Entry	Bonus	0.00	0	\$21.00	\$26.00	\$31.50	\$39.00	1	\$50.00	\$55.00
Haruko, Ivan H	Creative Me...	Data Entry	Reg	35	0	\$20.00	\$26.00	\$30.00	\$39.00	0	\$0.00	\$0.00
Lawrence, Emily	Creative Me...	Data Entry	Reg	40	0	\$21.00	\$26.00	\$31.50	\$39.00	0	\$0.00	\$0.00

Detailed Timecard

3. Pay and Bill Rates Adjustments Overrides Codes

Hourly  Salary

daily hours

Regular Hours

Overtime Hours

Double Time Hours

Number of Days

4. units

Units

Unit Bill

Unit Pay

rates

Bill Rate

OT Bill

DT Bill

Pay Rate

OT Pay

DT Pay

5. Pay Code Bonus

payroll info

WE Bill

WE Date

Work Date

Inv Date

Job Title

PO Num

## Other Unit Pay Scenarios:

It is unlikely that bonuses are the *only* times one will need to use unit pay. If and when you have a *different* type of unit pay that needs to be accounted for follow the first two steps outlined in this document with one small change - the pay code. The pay code should always represent the type of pay the employee is receiving - retro, holiday, tips, commission, etc.

For example, in the instance you need to pay commissions to an employee simply select the matching pay code and enter the payment as a unit:

S..	Name	Customer	Job Title	Pay Code	RT...	OT...	Pay	Bill	OT
Customer: Creative Memories Inc. (6 items)									
	Cole, Joanne L	Creative Me...	Data Entry	Reg	40	0	\$21.00	\$26.00	\$
	Cole, Joanne L	Creative Me...	Data Entry	Bonus	0	0	\$21.00	\$26.00	\$
	Haruko, Ivan H	Creative Me...	Data Entry	Reg	35	0	\$20.00	\$26.00	\$
	Haruko, Ivan H	Creative Me...	Data Entry	payroll	0	0	\$20.00	\$26.00	\$
	Lawrence, Emily	Creative Me...	Data Entry						
	Martin, Andrea Lei...	Creative Me...	Data Entry						
				Code					Descrip
				3rdPtySick					Sick Pay
				AP					Accounts payable
				billcor					correcting line
				BillRev					Billing reversal
				Bonus					Bonus
				Commission					Sales Commission
				ELDELI					Exempt Election Delivery Reimburse
				ELECT					Election Day Reg Pay

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