



New Earnings Code Setup Check List

Client ID # _____ PIN # _____ Company Name: _____

New Earnings Code Assigned: (5 digits) □□□□□

Short Description Text: (10 digits) □□□□□□□□□□

Long Description Text: (30 digits)

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Is the earning code:	Yes	No
Exempt from SS or Medicare Tax?	<input type="checkbox"/>	<input type="checkbox"/>
Exempt from Federal, State or Local Tax?	<input type="checkbox"/>	<input type="checkbox"/>
Exempt from FUTA Tax?	<input type="checkbox"/>	<input type="checkbox"/>
Exempt from SUI Tax?	<input type="checkbox"/>	<input type="checkbox"/>
Included in 401K contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Included in Pension Wages?	<input type="checkbox"/>	<input type="checkbox"/>
Included in Workers Comp Wages?	<input type="checkbox"/>	<input type="checkbox"/>
Included in ACA earnings? (for full-time employee status calculations)	<input type="checkbox"/>	<input type="checkbox"/>
Considered a Memo code?	<input type="checkbox"/>	<input type="checkbox"/>
Does the code need to be added to your Time and Labor System?	<input type="checkbox"/>	<input type="checkbox"/>

Does the earning code require any special calculations or special treatment?

What is the general ledger account number for this new earning code?

Client Authorized Signature: _____ Date: _____

For Authorized APS use only: If this is a Parent or Child company remember to complete the setup on the other company(s).			
Setup: _____	Date _____	Reviewed: _____	Date: _____