Settings

- ☑ Recall quantity field on pay cheques.
- ☑ Recall hour field on pay cheques.
- ☑ Job Costing, Class and Item tracking for pay cheque expenses.
  - Assign one class per ○ Entire pay cheque ⦿ Earnings item

Edit payroll item (Vacation Pay)

Name used in pay cheques and payroll reports

Enter name for salary item:

`VacPay-Accrual Paid Out`

This payroll item tracks Accrued Vacation Pay paid to the employee. You can change this name at any time.

☑ Track Expenses By Job

☐ Payroll item is inactive

To hide this item on the Payroll Item list, select the checkbox.

Back | Next | Finish | Cancel

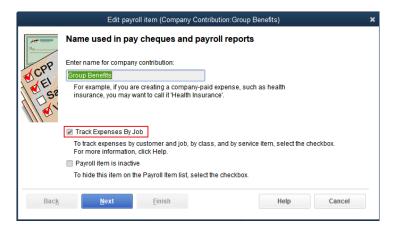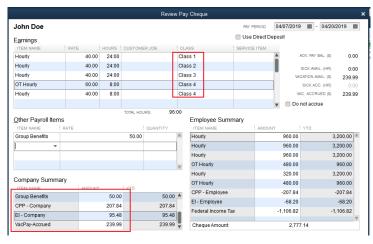**All Vacation items that you use will have to have this box checked. Vacation Hourly, Vacation Salary, and VacPay-Accrual Paid out.**

Edit payroll item (Company Contribution:Group Benefits)

Name used in pay cheques and payroll reports

Enter name for company contribution:

`Group Benefits`

For example, if you are creating a company-paid expense, such as health insurance, you may want to call it 'Health Insurance'.

☑ Track Expenses By Job

To track expenses by customer and job, by class, and by service item, select the checkbox. For more information, click Help.

☐ Payroll item is inactive

To hide this item on the Payroll Item list, select the checkbox.

Back | Next | Finish | Help | Cancel

Review Pay Cheque

John Doe   PAY PERIOD 04/07/2019 - 04/20/2019

☐ Use Direct Deposit

Earnings

ITEM NAME	RATE	HOURS	CUSTOMER:JOB	CLASS	SERVICE ITEM
Hourly	40.00	24:00		Class 1	
Hourly	40.00	24:00		Class 2	
Hourly	40.00	24:00		Class 3	
OT Hourly	60.00	8:00		Class 4	
Hourly	40.00	8:00		Class 4	

TOTAL HOURS: 96:00

ADV. PAY BAL. ($)	0.00
SICK AVAIL. (HR)	0:00
VACATION AVAIL. ($)	239.99
SICK ACC. (HR)	0:00
VAC. ACCRUED ($)	239.99

☐ Do not accrue

Other Payroll Items

ITEM NAME	RATE	QUANTITY
Group Benefits		50.00

Employee Summary

ITEM NAME	AMOUNT	YTD
Hourly	960.00	3,200.00
Hourly	960.00	3,200.00
Hourly	960.00	3,200.00
OT Hourly	480.00	960.00
Hourly	320.00	3,200.00
OT Hourly	480.00	960.00
CPP - Employee	-207.84	-207.84
EI - Employee	-68.20	-68.20
Federal Income Tax	-1,106.82	-1,106.82

Cheque Amount: 2,777.14

Company Summary

ITEM NAME	AMOUNT	YTD
Group Benefits	50.00	50.00
CPP - Company	207.84	207.84
EI - Company	95.48	95.48
VacPay-Accrued	239.99	239.99

Classes have populated the pay cheque from the Timecard entries - no need to do it here, but it can be edited if you want to.

TEST COMPANY
Profit & Loss by Class
April 26, 2019

	Class 1	Class 2	Class 3	Class 4	TOTAL
Ordinary Income/Expense					
Expense					
CPP & EI Expenses	47.97	71.94	47.96	39.97	207.84
Group Benefits Expe…	11.53	17.31	11.54	9.62	50.00
Labour Expense	1,037.43 ▶	1,556.12 ◀	1,037.41	864.51	4,495.47
WCB Expense	11.65	17.49	11.66	9.72	50.52
Total Expense	1,108.58	1,662.86	1,108.57	923.82	4,803.83
Net Ordinary Income	-1,108.58	-1,662.86	-1,108.57	-923.82	-4,803.83
Net Income	-1,108.58	-1,662.86	-1,108.57	-923.82	-4,803.83

Note that all expenses from this paycheque have been successfully distributed to Class based on the original entries on your Timecard and the Classes you chose there.