

Earning/Deduction Code Addition

Company ID:

Company Name:

Combo Client?

No

Yes*:

**If yes, add to BOTH/ALL companies!*

Earning/Deduction Code:

Type of earning/deduction code*:

** Some code types (e.g. HSA, 401k, etc.) have special rules attached. Be sure these are set up properly.*

Should be marked as Worked Hours?

No

Yes

Should be marked as Taxable?

No

Yes

Should this code be attached to a W2 field?

No

Yes:

**check type*

Is a matching code needed?

No

Yes:

**check type*

Was a new Frequency required/added?

No

Yes:

Was a new Calc Code required/added?

No

Yes:

Does it affect any code groups?

No

Yes:

Does it affect any Paycheck Attributes?

No

Yes:

Does it affect any of the client's reports?

No

Yes:

Does the client have GL accounts set up?

No

Yes. *See below for GL account details.*

No special account

Specific/new GL account(s):

Notes:

Requested By:

Date:

Did you get the request in writing?

No*

Yes

****If NO, send email confirming details of setup and include in attachments.****

Created By:

Date:

Verified By:

Date: