



Pay-Net

How to Change Mileage Rate

1. Navigate to the Earnings setup under Company Setup.

The screenshot shows the Pay-Net interface. The top navigation bar includes 'Home', 'Documents', 'ESS', 'Employee', 'HR', 'Reporting', 'Payroll', 'COMPANY', and 'System'. The 'COMPANY' tab is selected. Below this, a secondary navigation bar includes 'HOME', 'Demographics', 'Calendar', 'Earnings & Deductions', 'Electronic Forms', 'Appraisals', 'Benefits & Insurance', and 'Departments & Labor'. The 'Earnings & Deductions' tab is selected. The main content area shows three columns of setup options: 'Company Setup', 'Master Company Setup', and 'Human Resources Setup'. Under 'Company Setup', 'Earnings & Deductions' is highlighted with a red box. A red arrow points from this box to the 'Earnings & Deductions' tab in the secondary navigation bar.

2. Select your current Mileage Earning Code. Ensure that the Earning Type is set to 'Mileage-NT'. Override the rate field, making sure to enter CENTS correctly, then click Save.

The screenshot shows the Pay-Net interface with the 'EARNINGS & DEDUCTIONS' tab selected. The 'EARNINGS CODE' table lists several codes, with 'Mile' selected and highlighted with a red box. Below this, the 'EARNING SETUP' section is visible. The 'Code' field is set to 'Mile', and the 'Description' is 'Mileage Business'. The 'Rate' field is set to '0.760000' and is highlighted with a red box. The 'Earning Type' is set to 'Mileage-NT - Mileage - Non Tax' and is highlighted with a blue box. The 'Save' button is highlighted with a red box.

EARNINGS CODE	DESCRIPTION	TYPE
Meal	Missed Meal	
Mile	Mileage Business	Mileage-NT
Military	Military Test	Military
No Short	No Short Description	Reg
Other	Other	Reg

EARNING SETUP

Code: Mile, Description: Mileage Business, Short Description: Mileage, Earning Type: Mileage-NT - Mileage - Non Tax, Calc Code: Flat, Amount: 0.000000, Units: 0.00, Rate Code: [dropdown], Rate: 0.760000, Rate +: 0.000000, Rate Multiplier: 0.000000, Max: 0.00, Annual Max: 0.00, Frequency: [dropdown], Agency: [dropdown], Matching Deduction: [dropdown], Show on Check?: Yes, W2 Field: [dropdown], Reduce Auto Pay: [checkbox], Worked: [checkbox], Active: [checkbox].

Buttons: Add, Save, Save/Add New