Reynolds & Reynolds .

Our dealership is requesting new earning codes for our computer system. Our client number is _____

We also want this code set up in the following client branches (if applicable): _____, _____, _____, _____, _____, _____, _____, _____.

The new earning codes I want displayed in Company Earnings are listed below. I understand several types of codes can be set up; I indicated the categories of earning I want to request.

Number of the payroll cycle currently open for adding the codes: _____.

EARN CODE (001-499)	CATEGORY OF EARNING (Enter code from table below)	TAX (Normal or Default)	TAX FREQUENCY (Enter code from table below)	DESCRIPTION (up to 12 characters)	ADDITIONAL INFORMATION
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

CODE	CATEGORY OF EARNING
A	Basic Pay (Normal Earning)
B	Overtime (Indicate overtime rate in Additional Information Column)
C	Vacation
D	Sick
E	Commission (Indicate tax frequency in Additional Information Column)
F	Draw (Indicate if taxable and the linked commission code in Additional Information Column)
G	In and out (Added to gross, taxed, then deducted from check - for example, spiffs)
H	Non-cash fringe benefit
I	Memo earning (Indicate whether to print on check stub in Additional Information Column and if the memo earning should clear on the anniversary, Fiscal YTD, calendar year or should never clear.)

CODE	TAX FREQUENCY
E	Employee Defined
W	Weekly
B	Bi-Weekly
S	Semi-monthly
M	Monthly
Q	Quarterly
A	Annually

*Default tax rates for earning codes can be set up by the POWER Support Center in Tax Bodies.
I understand that once an earning code is used in an employee's record, the category of earning cannot be changed.

Signature _____   **Date** _____

Name (Please Print) _____   **Title** _____

Dealership Name _____

Please fax the completed form to (937) 485-4039.

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