

# Earning Code Set Up Form



Company: \_\_\_\_\_

Earning Name: \_\_\_\_\_

New Earning Code will be used to record:  Hours & Amount  Amount Only

Is the Earning Code Subject to any Special Taxation?  Yes  No

\*If Yes, please specify below:

- Exempt from SS or Medicare Tax  Yes \_\_\_\_\_
- Exempt from Federal, State or Local Tax  Yes \_\_\_\_\_
- Exempt from SS or Medicare Tax  Yes \_\_\_\_\_

**Should these earnings be:**

- Subject to the Retirement Plan Calculation (EE & ER)?  Yes  No
- Subject to Workers Comp?  Yes  No
- Included in Accrual Calculations (Per Hour)?  Yes  No
- Included in Net Pay?  Yes  No
- Apply Supplemental Tax Rates? (if no, standard tax tables apply)  Yes  No
- Subject to FLSA (weighted average premium calculation)  Yes  No
- Considered a Memo Code? (Memo = tracking hours only, no amount)  Yes  No
- Considered a Paid Time Off?  Yes  No  
(If yes, should these earnings offset salaried employees pay – circle one) (  Yes  No )
- Does the employee physically work these hours?  Yes  No

Does this earning need to display in a special Box on the W-2 (box 12, 14)? \_\_\_\_\_

GL Account Numbers for this new Earning Code: Employee Debit \_\_\_\_\_ Credit \_\_\_\_\_ Suppress? Y/N

Additional instructions, if any \_\_\_\_\_

Sign-off of Client Accountant/CPA (if needed) \_\_\_\_\_

Client Authorized Signature: \_\_\_\_\_

Email completed form to – [support@mh1s.com](mailto:support@mh1s.com)

(M&H Internal Use) Earning Setup by Tech Team: \_\_\_\_\_ Reviewed by GL Config Team: \_\_\_\_\_