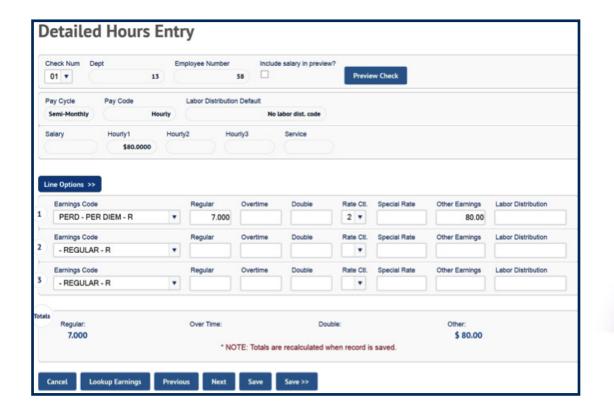


Handling Per Diem Earnings/Musicians/Substitutes and Multiple Earning Codes in IOIPay®

Recording hours is critical for compliance with many laws including: ACA, MA Earned Sick Time Law, MA Health Care Reform and for compliance with benefit plan rules

- Any employee that works on a 'per diem' basis must have all hours recorded.
- Example: This employee is paid \$80 per day and worked 7 hours
 - 1. Choose the earnings code of Per Diem
 - 2. Enter 7 hours under Regular
 - 3. Under Rate Ctl, use the dropdown to select a rate that is blank in the employee set up above. (The hours must point to an hourly rate that is blank because we are just recording the hours)
 - 4. Enter in the gross dollar amount to be paid under 'Other Earnings'
 - 5. Preview your work

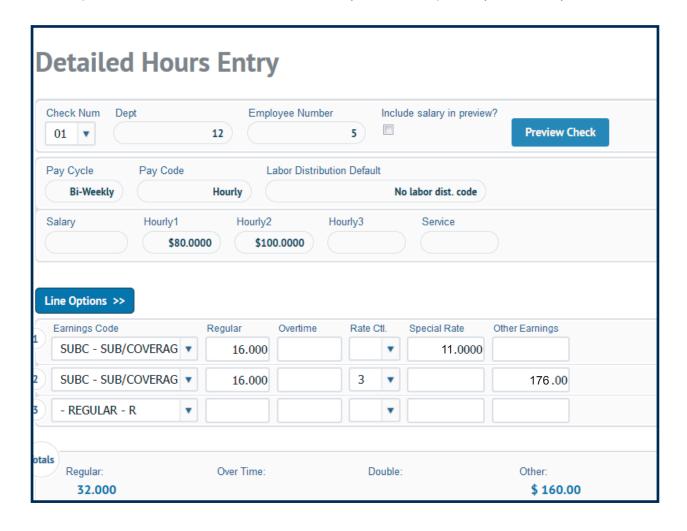






Handling Per Diem Earnings/Musicians/Substitutes and Multiple Earning Codes in IOIPay®

- Any employee who works as a Substitute Teacher must have all hours recorded
- Example: Substitute Teacher worked 2 days (8 hours per day) at a daily rate of 80.00



Option 1- Hours worked are 16 and entering in a special hourly rate of 11.00=gross of 176.00

Option 2- Hours worked are 16 and choosing Rate Ctl of 3 (which is a blank rate) and adding 176.00 in Other Earnings=gross of 176.00

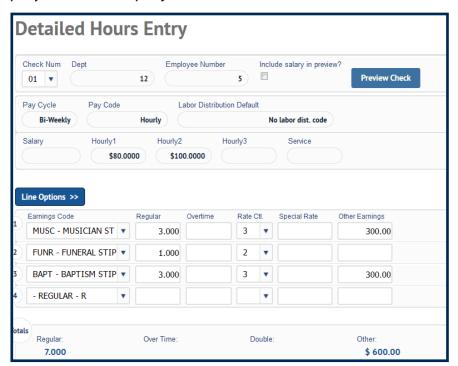


Using Multiple Earnings Codes

A large amount of earning codes have been compiled and added to the drop down for locations to choose from when entering hours. This is a great way to show the split of hours and rates, not only on reports, but also on the employees check stub.

- 1. Utilizing the "Earning Code" drop down, choose the earning code to apply hours towards.
- 2. Add the hours worked under the "Regular" or "Overtime" if applicable.
- 3. The "Rate Ctl" option allows you to specify what earning and hours go to what hourly rate.

Example: Employee has multiple job duties



Line 1-Musician worked 2 masses and each mass is 1.5 hours, each mass pays 150.00=300.00

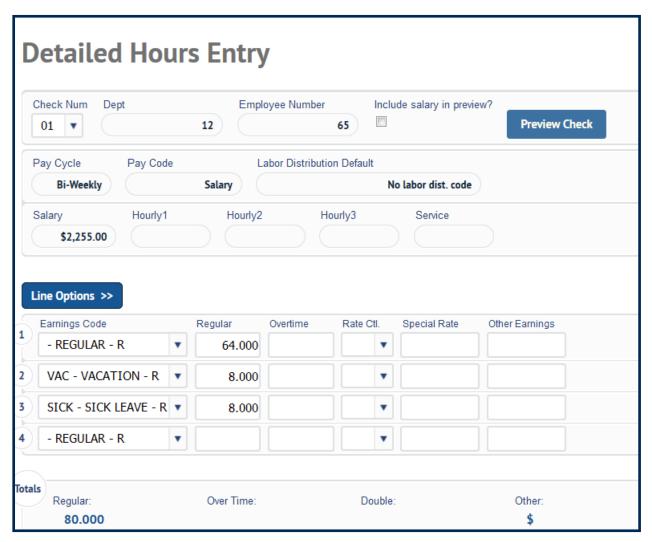
Line 2-Employee participated in a Funeral Mass which lasted 1 hour at 100.00 per funeral=100.00

Line 3-Employee participated in 2 Baptisms which lasted 1.5 hours each at a rate of 150.00 per Baptism=300.00



Tracking Vacation and Sick Time

All employee's vacation and sick hours must be recorded in *IOIPay* for the accruals to work properly and for the employee's check stubs to reflect the correct available balances



Example: This is a salary employee who took 1 vacation day and 1 sick day. The employee's hours still equal the 80 that they are to work and their salary amount is not affected

Always run your Accrual Administration prior to closing your payroll