

SPECIAL PAYMENTS
SCREEN ID: HUE01

COMPANY----> 00

BATCH NUMBER->

PAGE NUMBER->

EMPLOYEE NUMBER	T C D	T R N	PAY NO 2nd Line	STATE Local F	DEP SEC DIV/OF	(1)	(2)	(3)	DATE FROM	DATE TO	(4)	(5)	(6)	(7)
						T A X	C H K	D E D	LABOR	CODE	WORKFIELD	RATE/AMOUNT	2nd Line A D J	A U
	0	9 X X												
	0	9 X X												
	0	9 X X												
	0	9 X X												
	0	9 X X												
	0	9 X X												

SHADED AREAS ARE NOT USED FOR INPUT AT THIS TIME

(1) TAX DESCRIPTOR

- 0 - Withhold taxes at the suppl. % rate. If regular pay is also paid, amount is combined and taxed like descriptor 5, below.
- 5 - Withhold taxes based on employee's master file & tax table.

(3) DEDUCTION INDICATOR

- 0 - Withhold normal deductions
- 7 - Withhold only % deductions
- 8 - Do not withhold any deductions
- 9 - Withhold only banking (DD) deductions

(5) RATE/AMOUNT

- Specify a 6-decimal rate or a 2-decimal amount
- ex: \$5.50/hour = 5500000
- ex: \$400 amt = 40000

(6) ADJ INDICATOR

- Blank - No adjustments / overrides
- Auto Spec Pay on H10AS
- + Add to Auto Spec Pay on H10AS
- Subtract from Auto Spec Pay on H10AS

(2) SEPARATE CHECK INDICATOR

- 0 - Tax in conjunction with regular payments (1 check)
- 1 - Separate taxing (1check)
- 2 - Produce separate check and no regular check (1 check)
- 3 - Produce separate check in addition to regular check (2 checks)

(4) HOURS

- Enter SP hours as 2-decimal amount
- ex: 40 hours = 4000

(7) AU (RATE/AMT INDICATOR)

- 0 - If hours are entered RATE AMT field IS A 6-decimal place rate; if no hours, RATE AMT field is a 2-decimal place amount
- 1 - RATE AMT field is a 2-decimal amount even if hours are entered

SCREEN ID : HRSBB

Company Number 00	Batch Number	Control Totals 'A' (Special Pay Hours)	Control Totals 'B' (Not used for SP batches)
Control Totals 'C' (Spec Pay Rates and Amounts)	Control Totals 'D' (Not used for SP batches)	Pay Range	
		1	2

Authorized Signature _____ Date _____

Keyed By _____ Date _____