

Payroll Expense Definitions

The Payroll Expense Definitions window enables you to define employer payroll related expenses. This feature of the system is optional. Some organizations do not itemize payroll related expenses and perform a top level % calculation in the core budgeting grid, either against a company total or perhaps value lookups per each department.

A good place to start is to gather all the existing calculations and data related to employer payroll expenses. Then to setup the expense on this screen and then check the calculation results using the magnifying glass to access the Payroll Projections Review screen for a test employee on their the [Payroll Assignments](#) or [Hourly Staffing](#). It is helpful to manually calculate the expected result beforehand and use to check the calculated result.

Field Names - are non-editable fields (Fields 1 - 20)

Field Labels - should be entered to define the type of expense, the labels have a 40 character limit. These labels will be displayed as the Column Headers in the Payroll Assignments window.

Calculation Types

The application can handle standardized pre-determined amounts applicable to all employees via drop down selections as shown in the medical example above

And can also allow you to have direct data entry fields in case you have random values that need to be entered (continuing education may be a custom negotiated rate per employee vs a std amount determined by Corporate)

We typically try to match the labels used for these expense option to those that you have in your HR system so we can take a data feed from HR via excel and copy and paste into the application.

Payroll Expense Calculation Types		Definition	Example of values entered in Expense Options Setup	Purpose
1	Period Amount	a selection of pre-determined amounts to be repeated for each fiscal period	100 entered = \$100 for each fiscal period	Record a monthly expense such as Medical
2	Annual Amt - Even	a selection of pre-determined amounts to be equally split across all fiscal periods	1,200 entered = \$100 each for 12 fiscal periods	Similar to Period Amount, for convenience offered as an annualized amount to match HR terms if necessary
3	Annual Amt - Custom PPDs	a selection of pre-determined amounts to be allocated by the number of pay periods specified per fiscal period as per the Custom Pay Period Setup.	Example assuming 26 pay periods specified for the year 1,200 entered = $1200/26 = \$46.15$ per pay period resulting in \$92.31 for 2-pay-period fiscal periods and \$138.46 for 3-pay-period fiscal periods.	Record payroll related expenses which accrue per pay periods
4	Pcnt of Salary	a selection of predetermined rate calculations for the Original Base Annual Salary	6.5 entered = 6.5% rate * the salary expense each fiscal period	For expense accruals which are recorded across all fiscal periods and are based upon the base salary expense line only.
5	Input Period	an amount repeated for each fiscal period	no pre determined amounts defined in Expense definitions. Values are specified directly in Payroll Assignments and be custom amounts per employee.	For variable expenses which may be custom negotiated amounts per employee
6	Input Annual	an annualized amount to be spread across all fiscal periods	no pre determined rates defined in Expense definitions. Custom rates can be specified directly per employee in Payroll Assignments.	For variable percent of salary calculations to accommodate possible custom per employee negotiated rates
7	One Time Exp - Amount	a selection of pre-determined amounts to be recorded in the single fiscal period specified	500 to be paid in June	For pre-determined expense options that need to accrue in a single fiscal period only, amount and fiscal period need not be the same per option
8	One Time Exp - Pcnt of Salary	a selection of pre-determined rates calculations (rate * Original Base Annual Salary) to be recorded in the single fiscal period specified	4.0 entered = 4% * Total of the Annual Salary amount to be paid in June	For pre-determined expense options that need to accrue in a single fiscal period only, amount and fiscal period need not be the same per option
9	One Time Exp - Input Amount	custom single period expense can be specified in the single fiscal period specified	Only option Name and effective fiscal period are specified in Payroll Expense definitions. Amount is entered per employee in Payroll Assignments.	For variable expenses which may be custom negotiated amounts per employee.
10	One Time Exp - Input Pcnt of Salary	custom rates calculations (rate * Original Base Annual Salary) to be recorded in the single fiscal period specified	Only option Name and effective fiscal period are specified in Payroll Expense definitions. Rate is entered per employee in Payroll Assignments.	For variable expenses which may be custom negotiated rates per employee.
11	Tax Liability	rate * (total taxable amount) per each fiscal period	5 entered = 5% * the total of (salary + all payroll expenses which are marked taxable)	Support standard tax liabilities
13	Pcnt-Total Taxable - Capped	rate * (total taxable amount) per each fiscal period, starting in January and carries forward until salary cap threshold is met	FICA'13 rate of 6.2 is entered with wage limit of 113,700, max tax amt of \$7,049.40 is displayed for reference.	Support capped tax calculations based upon rate * total taxable payroll amounts, (FICA, FUTA, etc)
14	Pcnt-Salary-Capped	rate * (salary amount only) per each fiscal period, starting in January and carries forward until salary cap threshold is met	Pension contribution rate of 4.0 is entered with wage limit of 200,000 max contribution limit. amt of \$8,000 is displayed for reference.	Support capped calculations based upon rate * salary amount only