



checkwriters

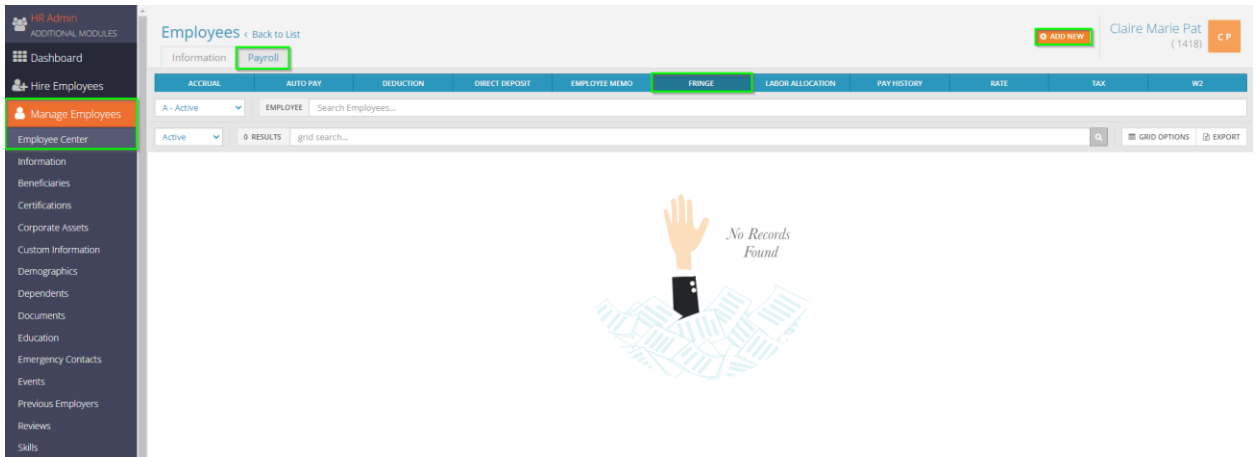
CHECKWRITERS

FRINGE GUIDE

Adding/Editing Fringe Earnings

Fringe, similar to *Auto Pay*, is a great tool to use to pay your employees recurring amounts each payroll, specifically additional payments on top of their salary or hours. Select the employee you would like to edit under **Manage Employees > Employee Center** in the *HR Admin* module. Navigate to their **Fringe** tab.

You will see any current fringe earnings the employee has set up. To add new fringe earnings, select *Add New* in the top right.



This will bring up the Fringe edit screen. Below is an explanation of the various fields you can fill in:

A screenshot of the Fringe edit form. The form is titled 'Fringe' and is for employee 'Claire Marie Pat (1418)'. It contains several input fields and dropdown menus, each with a numbered callout:

- 1** Fringe* (dropdown)
- 2** Start Date* (text input, value: 11/12/2021)
- 3** End Date* (text input, value: 12/31/2100)
- 4** Calc Code (dropdown, value: Blank = Flat Amount)
- 5** Frequency (dropdown)
- 6** Agency (dropdown)
- 7** Rate Code (dropdown)
- 8** Rate (text input)
- 9** Amount (text input, with \$ symbol)
- 10** Goal (text input, with \$ symbol)
- 11** Paid (text input, with \$ symbol)
- 12** Units (text input)
- 13** Minimum (text input, with \$ symbol)
- 14** Maximum (text input, with \$ symbol)
- 15** Year-to-Date Max (text input, with \$ symbol)
- 16** Miscellaneous Info (text input)
- 17** Department (dropdown)
- 18** Location (dropdown)
- 19** Job Code (dropdown)

- 1. Fringe** – this is where you will select the earning code you want to pay the employee with.
- 2. Start Date** – the first check date this fringe should be active for.
- 3. End Date** – the last check date this fringe should be active for.
- 4. Calc Code** – this stands for *Calculation Code*. It determines how the Rate/Amount is calculated. With it left as Blank = Flat Amount, then the fringe will calculate as a flat dollar amount (depending on what you input). Clicking on this box will reveal a dropdown menu. An example of a different calc code would be a percentage calculation.
- 5. Frequency** – the frequency in which this fringe will appear. If it is to appear each payroll, then this will be left blank. If it should be withheld at a different frequency (IE, Monthly instead of Weekly), you will pull in a Frequency.
- 6. Agency** – this will tell the system to generate an *Agency Check*, or a payment to a third party. Agencies must be set up on the Company level.
- 7. Rate Code** – like *Auto Pay*, if you are to pay out your employee for a number of hours, you can pull in a rate code here to multiply those hours by the employee's additional rate instead of the base rate. If left blank, the base rate will be used. Typically does not get pulled in – hours can only be paid under *Fringe* using a special calculation code.
- 8. Rate** – if you are paying the employee out for hours, then the hours will multiply against the rate entered here.
- 9. Amount** – if you are paying out the employee for a flat dollar amount, you would input that figure here.
- 10. Goal** – if set, then the fringe will pay out until the goal is met. Once it is met, the fringe will stop automatically.
- 11. Paid** – if a goal is set, then the system will keep track of the amount paid towards the goal. Once the goal = paid, then the fringe will stop.
- 12. Units** – typically used if you are posting GTL every payroll. The units would be the employee's coverage amount for GTL.
- 13. Minimum** – the minimum amount that can be paid out to the employee in one payroll for this fringe.
- 14. Maximum** – the maximum amount that can be paid out to the employee in one payroll for this fringe.
- 15. Year-to-Date Max** – the annual amount that can be paid out to the employee. Once met, the fringe will no longer be paid out until the following year.
- 16. Miscellaneous Info** – For record keeping purposes, used to designate what this fringe was for. No impact on what will be paid out to the employee.
- 17. Department** – this is the CC1 (cost center) for the employee. This is usually left blank, which will attribute the fringe to the employee's home cost center. Can be used to post this fringe to a different cost center.
- 18. Location** – this is the CC2 (cost center) for the employee. This is usually left blank, which will attribute the fringe to the employee's home cost center. Can be used to post this fringe to a different cost center. Will only appear if you are using more than one cost center
- 19. Job Code** – if you are utilizing job codes, you can set it so the fringe will be attributed to a specific job code for reporting purposes. Typically left blank.

Not all fields will need to have information pulled in for the fringe to be added. Below are some examples of successfully added fringe earnings.

Flat \$200 for a Stipend, going to different Cost Centers

CP Claire Marie Pat
(1418)

Fringe* Start Date* End Date*

Stipend - Stipend 11/12/2021 12/31/2100

Calc Code	Frequency	Agency	Rate Code
Blank = Flat Amount			
Rate	Amount	Goal	Paid
	\$ 200	\$	\$
Units	Minimum	Maximum	Year-to-Date Max
	\$	\$	\$

Miscellaneous Info	Department	Location
Stipend for Admin work	01 - Administration	02 - Agawam

Job Code

Flat \$56.78 for a Travel, paid once per month

CP Claire Marie Pat
(1418)

Fringe* **Travel - Travel** Start Date* **11/12/2021** End Date* **12/31/2100**

Calc Code **Blank = Flat Amount** Frequency **MLast - Monthly Last** Agency Rate Code

Rate Amount **\$ 56.78** Goal **\$ 300** Paid **\$**

Units Minimum **\$** Maximum **\$** Year-to-Date Max **\$**

Miscellaneous Info **Travel payment** Department Location

Job Code

Although the amount may not divide evenly into the goal, the system will know to cap it at the goal amount.

Things to Note

Fringe will only process as an additional payment. This means the employee will need to receive a payment (either through ours or a dollar amount) for the fringe to appear.

Unlike *Auto Pay*, Fringe will not appear as lines in the *Detail Entry Method* when working on the payroll. It will appear in the Check Detail preview as well as the Preprocess, however:

Name Emp ID User
 Active Employees
Pat, Claire Marie (1418) (A)

Department: 02	Rate Code	Hourly Rate	Salary	Accrual	Hours	Used
Location: 01	Base	50.00	0.00	PTO	5.00	1.63

Freq: W Status: A Type: RFT
Employee Memo

Pay Check - 11/12/2021
Override
Delete Check
New Check
New 3Pty
Save
Return

Check Pay 1 of 2 Pay 0.00 Hours Pay Type Regular
Check Detail
Quick Entry
Field Selection

	Hours	Rate	Amount	Department	Location
E2Reg - Regular	40	0.00	0.00	▼	
EOT - Overtime	0.00	0.00	0.00	▼	
EVaca - Vacation	0.00	0.00	0.00	▼	
ESick - Sick	0.00	0.00	0.00	▼	
EHoli - Holiday	0.00	0.00	0.00	▼	
EPTO - Paid Time Off	0.00	0.00	0.00	▼	
EBonus - Bonus	0.00	0.00	0.00	▼	
EGift - Gift	0.00	0.00	0.00	▼	
ECashBonus - CashBonus	0.00	0.00	0.00	▼	
EJury - Jury Duty	0.00	0.00	0.00	▼	
ERetro - Retro Pay	0.00	0.00	0.00	▼	

Total Hours: 40.00

Paycheck Information

11/12/2021-W Claire Marie Pat

Hours: 40.00 Gross: 2200.00 Taxes: 200.41 Deductions: 1999.59 Net Pay: .00

Paycheck Detail Information Return

Earnings					Deductions		
Code	Hours	Rate	Memo	Amount	Code	Memo	Amount
2Reg-Regular	40.00	50.00	0.00	2000.00	K401-401(k)	0.00	1999.59
Stipend-Stipend	0.00	0.00	0.00	200.00	Total	0.00	1999.59
Total	40.00		0.00	2200.00			

Taxes			Employer Taxes		
Code	Taxable	Amount	Code	Taxable	Capped
MED	2200.00	31.90	MED-R	2200.00	2200.00
SS	2200.00	136.39	SS-R	2200.00	2200.00
FITW	200.41	20.00	FUTA	2200.00	00.00
MA	200.41	03.87	MAFLI-ER	2200.00	2200.00
MAFLI-EE	2200.00	01.43	MAPML-ER	2200.00	2200.00
MAPML-EE	2200.00	06.82	MAHI	2200.00	2200.00
Total		200.41	MASUI	2200.00	2200.00
			MAWD	2200.00	2200.00

Direct Deposits		
Transit	Account	Amount
Total		0.00

Fringe can be used to memo items in payroll as well such as Group Term Life (GTL) and employer portions of benefits such as health care.