



# What's New for Wage Allocations PARs

Employees who work on multiple activities or cost objectives are required to maintain monthly personal activity reports (PARs) to support the distribution of their salaries or wages.

WebSmart has now simplified this process for you. The wage allocation can be updated on the employee's Position each payroll as needed without affecting the annual salary.

## *Finance > HR > Staff Manager*

- Edit the employee
- Click on the Payroll tab

System ID	Period	District	Contract Dates	ACA	Days	% of Day	Positions	Actions
5284	2015-2016		8/17/2015 - 6/4/2016	1A	187 / 187	100%	5 Position(s)	

- Click to edit Position to update the wage allocation

System ID	Calendar	Name	PAC/DE	Sch Wrk Days	Coding	Calculation
7852	Standard Calendar	Elem Teacher - Title 1	80 / N	230.00 / 187	211-11-6119.00-101-?-24-0-00 (100.00%)	100.00% @ 44,340.00 per year

- **Coding Allocations** – This is a new field, which can be selected for updating the wage allocations for each pay period to update wage allocations for PAR's.. The user may select up to 4 Coding Allocations to enter.
  - Select the number of Coding Allocations

- Make any necessary adjustments to the account codes
- Enter the %'s to the right of the account code

The screenshot shows a form titled "Coding Allocations\*" with a dropdown menu set to "4". Below are four rows labeled "Coding Allocation 1\*" through "4\*". Each row contains several dropdown menus for account codes and a text input field for a percentage. Callouts explain that the user can select up to 4 allocations for one position and that the user can enter the percentage allocations for each line code.

Allocation	Code 1	Code 2	Code 3	Code 4	Code 5	Code 6	Code 7	Code 8	Code 9	Code 10	Percentage
Coding Allocation 1*	211	11			01	?	24	0	00		70.00
Coding Allocation 2*	224	11			101	?	23	0	00		10.00
Coding Allocation 3*	263	11	6119	00	101	?	25	0	00		10.00
Coding Allocation 4*	211	11	6119	00	041	?	24	0	00		10.00

- **Overtime Object** – The user may now select an overtime object code if they prefer to expense overtime to a separate code.

The screenshot shows the same form as above, but with the "Coding Allocations\*" dropdown set to "2". Below the two allocation lines is an "Overtime Object\*" field with a dropdown menu. A callout explains that the user may now select an overtime object code if they prefer to expense to a separate code.

Allocation	Code 1	Code 2	Code 3	Code 4	Code 5	Code 6	Code 7	Code 8	Code 9	Code 10	Percentage
Coding Allocation 1*	211	11	6129	00	101	?					50.00
Coding Allocation 2*	211	11	6129	00	041	?					50.00
Overtime Object*	6121 - Extra Duty Pay/Overtime - Support Personnel										

- Select **Save** – The allocated percentages will be reflected in the payroll journals.. The employee's scheduled amount for payroll will remain constant unless the user makes a change.