

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.

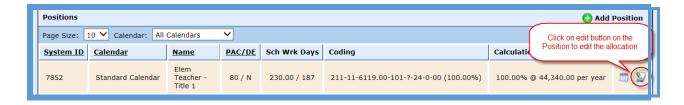
WebSmart has now simplified this process for you. The wage allocation can be updated on the employee's Position each payroll as needed without affecting the annual salary.

<u>Finance > HR > Staff Manager</u>

- Edit the employee
- Click on the Payroll tab

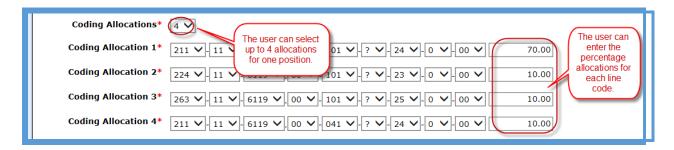


• Click to edit Position to update the wage allocation

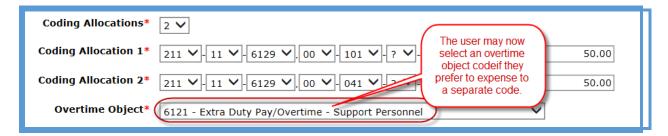


- Coding Allocations This is a new field, which can be selected for updating the wage allocations for each pay period to update wage allocations for PAR's.. The user may select up to 4 Coding Allocations to enter.
 - Select the number of Coding Allocations

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



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



• 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.