

UNIT PAY IN PAYCOM for Musicians, Substitutes and Wedding Coordinators

Good News! Paycom has found a way to allow us to pay a flat amount to our musicians, substitute teachers, wedding coordinators and other employee flat pay for a “unit” of work, such as per Mass, per day (or half-day) or per wedding. These employees will be able to clock their actual hours worked while getting paid a flat amount. Here are the current choices:

- Units Full-Day Substitute Teacher [FUN]
- Units Half-Day Substitute Teacher [HUN]
- Units Musicians [MUN]
- Units Other [OUN]
- Units Wedding Coordinator [WUN]

To set up an employee for a flat amount of pay in Paycom, click on Employees then click on Make Employee Changes and go to the following Form screens:

Form 1 “Demographics, Pay Rates and Taxes” and go to Employee Pay Rates

- If the only earnings for this employee are for Unit Pay**, set the employee’s Base Pay “Pay Type” to “Commission Only” and click update. This will allow the employee access to a time card to clock in and out with no pay.

Employee Pay Rates

* Indicates Required Field

Base Pay Rates by Allocation Base Pay Changes

Data is current as of 01/24/2019 ?

* Date Effective 02/11/2019

Pay Type Commission Only

Processing Schedule ? View Schedule

Pay Frequency ? Bi-Weekly

* Pay Basis Check Display ? Commission

- If the employee also has regular hourly earnings**, click on the Rates by Allocation tab, click the Add Rate button, enter the hourly rate(s), select “Add to” in the drop-down list entitled “Entries will Replace or Add to default payrate and paycodes” and click Add Rate. Note that you will only need to enter the Department, Employee Type, Entity, or Position fields if they differ from the Labor Allocation Profile, above the Employee Pay Rates.

UNIT PAY IN PAYCOM for Musicians, Substitutes and Wedding Coordinators

Employee Pay Rates

* Indicates Required Field

Base Pay Rates by Allocation Base Pay Changes

Current Rates

Add Rate

Add Rate

Edit Mode Basic Advanced

Effective Date

Department

Payroll Profile

Employee Type

Entity

Position

Regular \$ /hr (use default)

Daily Overtime \$ /hr (use default)

Weekly Overtime \$ /hr (use default)

- c. **If the employee also has regular salary earnings, DO NOT USE UNIT PAY** as these employees are classified as exempt and do not enter hours in a time card. Instead, calculate the extra pay and Add Earnings in the Payroll Transaction screen.
- 2. **Form 2 “Scheduled Earnings and Deductions”** and go to **Scheduled Earnings**.
 - a. Click the Add Button.

Form 2 - Scheduled Earnings and Deductions

Scheduled Earnings

[View Change History](#)

[Hide](#) **Add**

- b. Select the appropriate unit earnings code. NOTE: The descriptions will ALWAYS begin with the word “Unit”, for example “Unit Musician” for musicians.

Add Scheduled Earnings

- Units Full-Day Substitute Tea [FUN]
- Units Half-Day Substitute [HUN]
- Units Musician [MUN]
- Units Other [OUN]
- Units Wedding Coordinator [WUN]

[Cancel](#) **Add**

UNIT PAY IN PAYCOM for Musicians, Substitutes and Wedding Coordinators

- c. Enter the per unit amount in the Amount (\$) field. For example, if you pay a musician \$50 per Mass you will enter \$50 here. Click Update.

Scheduled Earnings Hide Add

Code	Earning Description	Amount(\$)	Percent(%)	Set Limit	Frequency	Earning Start Date	Earning Stop Date	Goal Amount	Goal Accum	Remaining Balance	Department-Employee Ty...
MUN	Units Musician	50.00 /unit		<input type="radio"/> No <input type="radio"/> Yes \$0.00	Every Payroll	00/00/0000	00/00/0000		\$0.00		None Setup

3. Form 10 "Time and Attendance"

- a. Select "Hourly" from the Pay Class drop down list.

Form 10 - Time and Attendance

Time and Attendance Profile

Pay Class ? Hourly [HRL]

Terminal Access Group ? Web Timeclock/Kiosk - [WTK]

- b. Select either "Kiosk" or "Timeclock" from the Terminal Access Group drop down list, depending on how this employee will clock in. Click Update.

To enter Units through ESS, the employee will do the following for each type of work unit:



1. Click Add Units button at the top of the time card screen
2. Enter the Date the unit was worked.
3. Select the Pay Code from the drop-down list
4. Enter the number of units
5. If this pay is for work with a Labor Allocation that is different than the employee's base pay, enter the Department, Employee Type, Entity, and Position. Otherwise the pay will go to the same GL account as the employee's regular pay.

UNIT PAY IN PAYCOM for Musicians, Substitutes and Wedding Coordinators

6. Enter a comment as needed.
7. Click Add Units button

Time Sheet Schedule Time-Off Summary

Feb 10, 2019 to Feb 23, 2019

ADD UNITS

Day(s) 02/11/2019 to 02/11/2019 Exclude Weekends

Pay Code **Mass Musician [MMS]** Units **0**

Allocation

Department Payroll Profile

Employee Type Entity

Position

Add Comment

CANCEL **ADD UNITS**

To enter units on behalf of the employee you can enter onto the employee's timecard:

When viewing the timecard click on Add Units at the top of the timecard.

Then just fill in the necessary information and click on add units:

Day(s) 02/11/2019 To 00/00/0000 Exclude Weekends

Pay Code **Units Musician [MUN]**

New Units **0**

Department

Payroll Profile

Employee Type

Entity

Position

Comment

Tax Profile

Cancel **Add Units**

UNIT PAY IN PAYCOM for Musicians, Substitutes and Wedding Coordinators

Once you have added the units, you will see them and the associated dollars at the bottom of the timecard.

Pay-Period Totals

	Pay Code	Allocation (tax)	Hours	Units	Rate	Dollars
MUN	Units Musician Effective 01/16/2019	[Y01] -ARCHDIOCESE OF DENVER-Extern Clergy-CEM Cemetery-4025 Administration - School		2.00	\$50.00	\$100.00
PTO	Paid Time Off Effective 01/16/2019	[CHU] -ALL SAINTS ROMAN CATHOLIC PARISH OF-Non-School Full-Time-GEN General-Clerk	20.00		\$15.00	\$300.00
R	Regular Effective 01/16/2019	[CHU] -ARCHDIOCESE OF DENVER-Non-School Full-Time-GEN General-Clerk	3.75		\$15.00	\$56.25
MMS	Mass Musician Effective 02/12/2019	[Y01] -ARCHDIOCESE OF DENVER-Extern Clergy-CEM Cemetery-4025 Administration - School		1.00		
DRR	Dept Rates Regular Effective 02/12/2019	[Y01] -ARCHDIOCESE OF DENVER-Extern Clergy-CEM Cemetery-4025 Administration - School	7.50		\$16.00	\$120.00
Totals			31.25	3.00		\$576.25