

Setting up pays – payroll service

Goal: Learn how to set up and use different types of pay, which are called *pays*, in Ajera for outsourcing to a payroll service.

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When you outsource your payroll to a payroll service, you set up pay information as required by your payroll service to process the payroll.

You use pays to track and report hours that employees enter on a timesheet and any amount that you enter directly on an employee's paycheck, such as a bonus.

Ajera contains predefined pays for typical pay types. You can use these pays as they are, customize them for your firm, or create a new pay.

With Ajera, you can track regular hours, premium hours, other hours such as vacation and sick time, as well as accruals – everything you need for tracking employee activity.

If your payroll service provider is QuickBooks, from the Index in Ajera Help, type **QuickBooks**. Follow the step-by-step instructions in Help and skip this lesson.

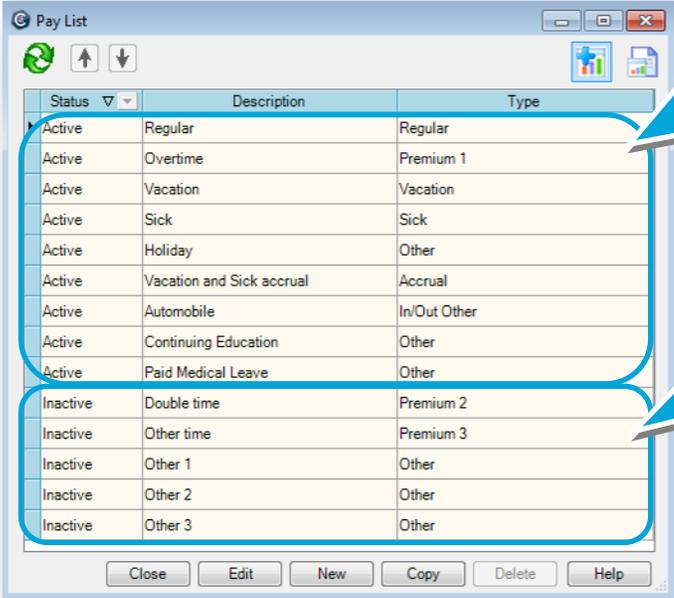
For any other payroll service provider, view this lesson to learn how to set up a pay.

Note: Before setting up pays for payroll service, verify that the **Payroll Service** option is selected in Company > Preferences > Payroll.

Step 1: Review the predefined pays

View the active and inactive pays in Ajera.

1. Click **Company > Payroll > Pays**.
2. Click the **Customize**  button, select the **Status** and **Type** check boxes, and click **OK**.
3. In the Pay List window, select **All** from the Status field so you can see all statuses.



Status	Description	Type
Active	Regular	Regular
Active	Overtime	Premium 1
Active	Vacation	Vacation
Active	Sick	Sick
Active	Holiday	Other
Active	Vacation and Sick accrual	Accrual
Active	Automobile	In/Out Other
Active	Continuing Education	Other
Active	Paid Medical Leave	Other
Inactive	Double time	Premium 2
Inactive	Other time	Premium 3
Inactive	Other 1	Other
Inactive	Other 2	Other
Inactive	Other 3	Other

Ajera automatically sets up active pays for regular, overtime, vacation, sick, holiday, vacation and sick accrual, automobile, continuing education, and paid medical leave.

Ajera automatically sets up two additional premium pays and three additional other pays as inactive pays.

If you want, you can select an inactive pay, change it to fit your needs, and make it active.

4. The active pays are standard pay types. If you have other pay types, you can do one of the following:
 - Click the **New** button and create a pay from scratch.
 - Select an inactive pay, and change its status to **Active**.
 - Select a pay and copy it.
For example, if you want to create a new pay that accrues, you can copy the Vacation and Sick Accrual pay and change it to fit your needs.
5. If you wanted to stop using a pay on paychecks, you would select the pay, click the **Edit** button, and change the status to **Inactive**.

Step 2: Change a predefined pay

Let's make some changes to the Regular pay.

1. Double-click **Regular**.

The name of the pay appears on reports and lists in Ajera. You can change it if you want. Let's leave it as it is.

For the Service ID, enter the ID that your payroll service uses to identify regular hours.

For the Salary Service ID, enter the ID used to identify salary hours.

These IDs are provided by your payroll service provider.

Important! If you leave these fields blank, hours entered for this pay are **not** included in the file created for your payroll service.

2. Click **Save**.

Let's now change the Double Time pay.

1. Double-click **Double Time**.
2. Change the status to **Active**.

For the Service ID, enter the ID that your payroll service uses to identify premium hours.

3. Click **Save**.

Summary

That's it! You now know how to create a *pay* in Ajera for your payroll service provider.