

# Fastpay Payroll Services

■ The Latest in Online Payroll Technology!

## New Earning Code Set-up Form

Company ID \_\_\_\_\_ Company Name \_\_\_\_\_

I, \_\_\_\_\_, authorize Fastpay Payroll Services to create the following earning code.

Name of Earning Code:

\_\_\_\_\_

Type of Earning Code: (Regular Pay, Memo Hours, 401k, Housing/Car Allowance, etc.)

\_\_\_\_\_

Is this earning taxable? \_\_\_\_\_

If no, explanation is required: \_\_\_\_\_

\_\_\_\_\_

Does this earning code need to be added to the list of eligible 401k earnings? \_\_\_\_\_

Does your company have a custom GL? \_\_\_\_\_

If yes, what account number does this earning need to be coded to:

\_\_\_\_\_

Effective Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

### **FastpayOperations:**

Earning Code Used: \_\_\_\_\_ Earning type and W-2 field added: \_\_\_\_\_

Calc Code created and pulled in to earning: \_\_\_\_\_ GL Updated: \_\_\_\_\_

Added to appropriate code groups: \_\_\_\_\_

*Please refer to Fastpay KB Article for Code Group Types and Calc Code Set-up!!!*

Requested by:

Completed by:

Date:

Audited by:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_