

Allocate Salary Between Two Classes

In accordance with Council or County Program Director recommendation, there may be a need to **allocate** Salary and Employer Payroll Expenses **between two (or more) Classes**.

For Monthly Salary:

In the Employee Data File

The employee's and the employer's payroll expenses already should be setup as a Monthly Salary item.

- Select **Employees** from menu bar, **Employee Center**.
- Double-click on Employee name.
- Enter one of the two Class codes so the employee's preview paycheck screen begins with one of the two class codes.

In the Preview Paycheck screen

Specify two or more Class codes for an employee's salary in the **Preview Paycheck Screen**.

- Select **Employees** from menu bar, **Payroll Center, Pay Employees**.
- Insert a checkmark preceding the employee's name.
- Click the **Open Paycheck Detail** button.

Show the **percentage split** in the **"Hours"** column, (enter

as whole number - do not enter decimal point) as illustrated below. QuickBooks will track the salary and the employer's payroll expenses separately in the Classes. QuickBooks calculates the monthly salary by dividing the Annual Salary specified in the employee payroll information screen by 12.

You Enter:

- The first percentage split in **Hours** column and the **Class Code** in the **first transaction line**.
- Select **"Salary – Monthly"** in the Item Name column in the **second transaction line** and enter 2nd percentage split in **Hours** column and another **Class Code**.

All payroll expenses will be allocated to the two class codes in accordance with the percentage entered in the Hours column.

For Hourly Salary In the Employee Data File

The employee's and employer's payroll expense already should be setup as a Hourly Salary item.

- Select **Employees from menu bar, Payroll Center, Pay Employees.**
- Insert a checkmark preceding the employee's name.
- Click the **Open Paycheck Detail** button.

The screenshot shows the 'Payroll Info' window with the following data:

Earnings		Pay Period
Item Name	Hourly/Annual Rate	Monthly
SALARY - HOURLY	15.00	

Class: 1000 - County

Additions, Deductions and Company Contributions		
Item Name	Amount	Limit
MCHCP Medical Bene	50.00	
Retirement PEBSCO \	-25.00	
Retirement PEBSCO -	25.00	

In the Preview Paycheck screen

Specify two or more Class codes for an employee's salary in the **Preview Paycheck Screen.**

- Select **Employees from menu bar, Payroll Center, Pay Employees.**
- Insert a checkmark preceding the employee's name.
- Click the **Open Paycheck Detail** button.

Allocate the number of Hours in the "Hours" column, as illustrated below. QuickBooks will track the salary and the employer's payroll expenses separately in the Classes.

Fraction of an Hour

If entering fraction of an hour, do not exceed **.59**. QB recognizes the number in the Hours Column as **hours:minutes**. If you enter 40.60, a QB message may appear indicating you have exceeded the seconds limit. (59 represents 59 seconds of an hour). Some acceptable fractions:

.25 .30 .45 .50 .56

Quickbooks calculates the hourly salary by multiplying the rate specified in the employee payroll information screen by Hours reported in the Preview Paycheck screen.

You Enter:

- Determine Total Hours Worked by employee.
- Allocate the Total hours between two Classes.
- Enter the first split hours in **Hours** column and the **Class Code** in the first transaction line.
- Select "**Salary – Hourly**" in the Item Name column in the second transaction line and enter 2nd split hours in **Hours** column and another **Class Code**.

The screenshot shows the 'Preview Paycheck' window with the following data:

Earnings				
Item Name	Rate	Hours	Customer/Job	Class
SALARY - HOURLY	15.00	70.00		1000 - County Appropriations
SALARY - HOURLY	15.00	90.00		2000-Center Operations

Other Payroll Items		
Item Name	Rate	Quantity
MCHCP Medical Benefits-Employ	50.00	
Retirement PEBSCO Withholding	-25.00	
Retirement PEBSCO -Employer	25.00	

Company Summary (adjusted)		
Item Name	Amount	YTD
MCHCP Medical Benefits-Employ	50.00	50.00
Retirement PEBSCO -Employer	25.00	25.00
Soc. Sec. - Employer	40.00	40.00
Medicare - Employer	30.00	30.00

Employee Summary (adjusted)	
Item Name	Amount
SALARY - HOURLY	1,050.00
SALARY - HOURLY	1,350.00
Retirement PEBSCO Withholding	-25.00
Federal Withholding	-100.00
Soc. Sec. Withholding - Employee	-40.00
Medicare Withholding - Employee	-30.00
MO - Withholding	-20.00

Check Amount: 2,185.00

All payroll expenses will be allocated to the two class codes in accordance with the hours entered in the Hours column.