

# ADDING PRIEST TO PAYROLL

## 1. Select Add New Employee to open a New Hire Template

The screenshot shows the top navigation bar of the Web Pay system. The navigation menu includes: Home, Employees, HR, Payroll, Company, Applicant, Tax & Finance, Reports & Analytics, Tools, Notifications, and Help. Below the navigation bar is a search area with a dropdown menu set to 'Advanced', a search input field containing 'Last Name, First Name, SSN, Employee Id', a filter dropdown set to 'Active', a 'Search' button, and a 'Reset' button. To the right of the search area is a 'Saved Search' dropdown. Below the search area is an 'Active Filters' section showing 'Status: Active' with 'Save search as...', 'Save', and 'Delete' buttons. At the bottom of the search area is a toolbar with 'Hide SSN', 'Export Employees', and a highlighted '+ Add New Employee' button. On the right side of the toolbar are pagination controls showing '1' of 3 items and '1 - 50 of 116 items'.

## 2. Complete information required especially all shaded areas. Make sure the DOB and social security numbers are valid. Note: Although Address is not required, it is important for W-2 deliveries.

The screenshot shows the 'New Hire Web Time Integrated' form. The form is divided into two main sections: 'Employee' and 'Address and Contact'. The 'Employee' section is highlighted in green and contains the following fields: Employee Id (99897), Last Name, First Name, Middle Name, Salutation, Suffix (dropdown), Nickname, Prior Last Name, SSN / EIN, Birth Date (calendar icon), Gender (dropdown), Ethnicity (dropdown), and Marital Status (dropdown). The 'Address and Contact' section contains the following fields: Address 1, Address 2, City/State/Zip (with a dropdown for state), Country (dropdown, set to UNITED STATES), County/Province, Home Phone, Mobile Phone, Email Address, Additional Address, Additional Address Type (dropdown), and Additional Country (dropdown). Below the 'Address and Contact' section is the 'Pay Rate' section, which is highlighted in green and contains a 'Pay Type' dropdown with radio buttons for 'Salary' and 'Hourly' (selected).

- 3. Pay Frequency should be monthly for all Religious payroll (priests, orders, etc.).
- 4. Department 10 for Clergy and Religious must be selected.

The screenshot shows a payroll setup form with the following fields:

- Marital Status:** -- Select --
- Smoker:**
- Disability:**
- Veteran:**
- Employee Status:** Active
- Effective Date:** 1/11/2017
- Dept/Position:**
  - Department:** 10 - Clergy and Religious
  - GL:** -- Select --
  - Employment Type:** Regular Full Time
- Pay Type:** Salary
- Salary:** 0.00
- Base Rate / Per:** 0.00 / Hour
- Pay Frequency:** M - Monthly
- Default Hours:** 0.00
- Auto Pay:** Salary

- 5. Taxes: Complete the Federal taxes section based on the information indicated on the w-4. If the Priest is exempt from any taxes, PLEASE make sure to make those updates under the employee's payroll setup>taxes.

The screenshot shows the Federal Taxes and Primary State Taxes sections with the following fields and annotations:

- Federal Taxes:**
  - Filing Status:** Single
  - Exemptions:** 1
  - Amount Type:** Additional Flat
  - Amount:** Additional Flat
  - Percentage:** Additional Flat plus Additional Percentage
  - 943 Agricultural Employee:** Blocked
  - 1099 Exempt Reasons:** Flat Dollar Amount plus Fixed Percentage
  - FITW Exempt Reason Code:** N/A
  - SITW Exempt Reason Code:** N/A
  - SS Exempt Reason Code:** Clergy/Religious
  - MED Exempt Reason Code:** Clergy/Religious
  - FUTA Exempt Reason Code:** 501(c)(3) Organizati
  - SUI Exempt Reason Code:** Clergy/Religious
- Primary State Taxes:**
  - Primary State:** FL - Florida SITW
  - Filing Status:** N/A
  - Exemption 1:** 0.00
  - Exemption 2:** 0.00
  - Amount Type:** Default Amount
  - Amount:** 0.00
  - Percentage:** 0.00
  - Supplemental Check:** -- Select --
  - Notes:** (Empty)
  - Florida SUI:** Florida SUI
  - Custom Text Field 2:** (Empty)
  - Custom Text Field 3:** (Empty)

Annotations:

- Priests can elect to have additional amount withheld. They can also choose to block the taxes and be responsible to pay when they file. Make sure they indicate such instructions on their W-4** (points to Amount Type and Amount fields)
- Priests are not exempt from FITW.** (points to FITW Exempt Reason Code field)
- We, the employer, do not withhold SS or MED from priests. For tax purposes, they are considered self-employed.** (points to SS and MED Exempt Reason Code fields)
- This area should populate automatically** (points to Primary State field)
- This area should populate automatically** (points to Florida SUI field)

**IMPORTANT: After the new hire receives their first pay check, their tax exemptions cannot be changed on your end. If this is the case, please contact Paylocity and their tax team will make the necessary changes.**

Save and Exit

6. Click **Save and Exit** once you have completed the New Hire template. The button is located on the top-right part of the page.

*\*\*If priests receive a monthly Mass stipend for same amount each month, you may add this during your payroll process or can add a permanent earning code. If you add an earning code, the amount will be added automatically for each payroll.*

7. To add an earning code, click on the Payroll Setup tab/Earnings/Add. Select Earning Code (SUPP or REG2). Make sure frequency (All) is applied and SAVE.

Earnings > Earnings Details

Employee Name/Id/Dept

Personal Work **Payroll Setup** Pay Time Off Schedules Web Time Custom Integration

Rates Taxes **Earnings** Deductions Direct Deposit Labor Allocation Reminders

### Earnings Details

• Earning Code SUPP - SUPPLEMENTAL PAY

Earning Type Standard

Frequency -- All --

Amount

Self Insured?

### Effective Date

• Effective Date 1/11/2017

• Begin Check Date 01/20/2017

End Check Date -- Select --

### Distribution

8. **VERY USEFUL FUNCTION:** You can use the Payroll Check Calculator to review your set up for that New Hire prior to the first payroll. Click on Payroll/ Check Calculator

Home Employees HR **Payroll** Company Applicant Tax & Finance Reports & Analytics Tools Notifications

Pay Entry Options  
Pay Entry  
Void Check  
Third Party Sick Pay  
**Check Calculator**  
Print Checks  
Pay Entry History

Check Calculator 2/3/2017 \*\* N

Setup Earnings Deductions

### Check Calculator Defaults

• Mode Test

• Taxation Standard

**3** • Gross To Net

Salary \$0.00  Auto Pay  Allow Negative Net  Adjustment - No tax amount calc

Base Rate 0.0000

Default Hours 0.00  Auto Pay

### Net to Gross

Net Pay 0

Default Earnings Code REG - REGULAR EARNINGS

**1** Search

**4** Block Recurring Earnings

Block Recurring Deductions

### Fringe Benefit "Gross-Up"

Fringe Amount 0

Fringe Earnings Code -- Sel

Tax Offset Earnings Code REG

1. Make sure you have selected the employee in question

2. Default is on TEST mode

3. Select Gross To Net

4. You may want to unblock Recurring Earnings/Deductions for the purpose of seeing a precise calculation on the check on the preview

Setup **Earnings** Deductions Taxes Preview/Summary

**Earnings**

Salary \$0.00  Auto Pay Base Rate 0.0000  
 Default Hours 0.00  Auto Pay Earning Code REG

Review each tab ( Earnings, Deductions, Taxes) to make sure all your changes or entries are set up correctly.

**Line Items**

| Block                    | Earning Code                 | Hours  | Amount  | Calc Code    | Rate Code    | Rate   | Detail      | Action |
|--------------------------|------------------------------|--------|---------|--------------|--------------|--------|-------------|--------|
| <input type="checkbox"/> | E403ER - 403B ER MATCH       | 0.00   | 79.37   | -- Select -- | -- Select -- | 0.0000 | Edit Delete |        |
| <input type="checkbox"/> | EERLFE - EMPLOYER PAID LIFE  | 0.00   | 14.00   | -- Select -- | -- Select -- | 0.0000 | Edit        |        |
| <input type="checkbox"/> | EERMED - EMPLOYER PD MEDICAL | 0.00   | 1326.00 | -- Select -- | -- Select -- | 0.0000 | Edit        |        |
| <input type="checkbox"/> | EPRST - PRIEST TAXABLE PAY   | 173.33 | 2645.83 | -- Select -- | -- Select -- | 0.0000 | Edit        |        |
| <input type="checkbox"/> | -- Select --                 | 0      | 0       | -- Select -- | -- Select -- | 0      | Edit Delete |        |

Entities' earning code could read REG instead of EPRST. On this tab you should also see any SUPP OR REG2 earnings you have set up for this priest

Setup Earnings **Deductions** Taxes Preview/Summary

**Deductions**

Deduction Multiplier

**Note: You can use the check calculator to calculate payment for any employee, e.g., an employee who wants to know how their pay will be affected if they increase / decrease their 403b.**

**Line Items**

| Block                    | Deduction Code | Type | Rate/Amount | Calc Code                      | Detail | Action |
|--------------------------|----------------|------|-------------|--------------------------------|--------|--------|
| <input type="checkbox"/> | D403B - 403B   | 403b | 55.00       | K - % of Code Group 401k Earns |        |        |
| <input type="checkbox"/> | -- Select --   |      | 0           | -- Select --                   |        | Delete |

Setup Earnings Deductions **Taxes** Preview/Summary

**Taxes**

Taxation Standard  
 Tax Frequency M - Monthly

**IMPORTANT : Make sure taxes are set up based on the completed W-4 form submitted.**

**Line Items**

| Block                    | Tax Code                  | Filing Status | Exemptions | Exemptions2 | Amount Type     | Amount | Percentage | Reciprocity  | Primary                             | Ac |
|--------------------------|---------------------------|---------------|------------|-------------|-----------------|--------|------------|--------------|-------------------------------------|----|
| <input type="checkbox"/> | TFTW - Federal Income Tax | Single        | 0          |             | Additional Flat | 500.00 | 0.00       |              |                                     |    |
| <input type="checkbox"/> | TFL - Florida SITW        | N/A           |            |             | Default Amount  | 0.00   | 0.00       | -- Select -- | <input checked="" type="checkbox"/> |    |
| <input type="checkbox"/> | -- Select --              | --Select--    | 0          | 0           | -- Select --    | 0      | 0          | -- Select -- | <input type="checkbox"/>            | De |

The preview/Summary will give you a first look at what the employee's check will display and what their net pay will be based on the information entered. Since it is on test mode, you do not need to save.

|       |          |            |       |                 |
|-------|----------|------------|-------|-----------------|
| Setup | Earnings | Deductions | Taxes | Preview/Summary |
|-------|----------|------------|-------|-----------------|

Preview / Summary

Gross \$2,645.83      Net \$579.63

**Earnings**

| Earning       | Rate   | Hours  | Amount     |
|---------------|--------|--------|------------|
| 403ER         | 0.0000 | 0.00   | 79.37      |
| ERLFE         | 0.0000 | 0.00   | 14.00      |
| ERMED         | 0.0000 | 0.00   | 1326.00    |
| PRST          | 0.0000 | 173.33 | 2645.83    |
| Total: 173.33 |        |        | \$2,645.83 |

**Deductions**

| Deduction         | Amount  |
|-------------------|---------|
| 403B              | 1455.21 |
| Total: \$1,455.21 |         |

**Taxes**

| Tax  | Taxable Wages | Amount          |
|------|---------------|-----------------|
| FITW | 1190.62       | 610.99          |
| FL   | 1190.62       | 0.00            |
|      |               | Total: \$610.99 |

Print Test Earnings Statement