

Religious Employees: Sisters and Brothers

Employment Type> choose Religious Full Time or Religious Part Time

Employment Type	-- Select --
Supervisor	-- Select --
Reviewer	Clergy Full Time
Is Supervisor / Reviewer?	Clergy Part Time
	Clergy Religious Full Time
	Clergy Religious Part Time
	Regular Full Time
	Regular Part Time
Web Time Integrat	Religious Full Time
Enable Time and Labor Access?	Religious Part Time
Allow clock in / clock out through web	Seasonal
	Temporary Full Time
	Temporary Part Time

Applications Home Employees HR Payroll CO

Personal Info	Work Info	Payroll Setup	Pay History	Time Off
Employee Status	Dept & Position	Work Location	Eligibility	I9
Current				
Effective Date	12/02/2015			
Supervisor / Reviewer				
Supervisor				
Reviewer				
Is Supervisor / Reviewer?				
Position				
Employment Type	Religious Full Time			
Position				
Job Title				
EEO Class				
Work Comp				
Home Shift				

Personal Information> **Demographics**: Enter the Religious Employee's SSN # for the SSN/FEIN field. The employee's address should be the address used.

Personal Info	Work Info	Payroll Setup	Pay History	Time Off	Web Time	Custom	Integration
Demographics Emergency Contacts							
Name						Demographic Information	
Last Name	Religious					SSN / FEIN	000-00-0000
First Name	Test					Birth Date	
Middle Name						Gender	Female
Salutation						Ethnicity	-- Select --
Suffix	-- Select --					Marital Status	Single
Nickname						Smoker	<input type="checkbox"/>
Prior Last Name						Disability	
Address						Personal Phone & Email	
Address 1						Home Phone	
Address 2						Mobile Phone	
City / State / Zip						Email Address	
Country	-- Select --						

Payroll Setup> Rates: The (Regular) Rate should be set at \$0.00. This is true if the employee is salary or hourly. Mark the employee as auto pay.

Effective	Check Date	Change Reason	Pay Type	Salary	Rate / Per	Freq	Annual Salary	Auto Pay
12/2/2015	Current	New Hire	Salary	\$0.00	0.0000 / Day	S	\$0.00	✓

For a Salaried Employee

Default Hours: Enter default hours under the Rate Setup.*

Rates ▶ **Rate Details**

Personal Info | **Work Info** | Payroll Setup | Pay History | Time Off

Rates | Taxes | Earnings | Deductions | Direct Deposit | Labor Allocation | R

Rate Details

Effective Date: 12/2/2015

Begin Check Date: 12/15/2015

Change Reason: -- Select --

Rate Setup

Pay Type: Salary Hourly

Salary: 0.00

Base Rate / Per: 0.0000 / Day

Pay Frequency: S - Semi-Monthly

Default Hours: 65

Annual Salary: 0.00 Override

Auto Pay: Salary

Notes:

Save | Save & Return | Cancel | Restore Current

*After employees are set up in WebTime the Default Hours field will be removed and the WebTime schedule will populate the hours on the pay check.

For Hourly Employees: Enter an additional rate for their hourly rate. Use Rate Code 2.

[Personal Info](#) | [Work Info](#) | [Payroll Setup](#)
[Rates](#) | Taxes | Earnings | Deductions | Direct De

Rates

Show: All

Effective: 12/2/2015 | Check Date: Current

[Add](#) [Add History](#)

Additional Rates

Show: Current and Future

Effective: | Check Date:

[Add](#) [Add History](#)

[Personal Info](#) | [Work Info](#) | [Payroll Setup](#) | [Pay H](#)
[Rates](#) | Taxes | Earnings | Deductions | Direct Deposit |

Effective Date

Effective Date: 12/3/2015

Begin Check Date: 12/15/2015

End Check Date: -- Select --

Additional Rate Details

Rate Code: Rate Code 2

Rate / Per: 10.0000 / Hour

Choose the Rate code 2 when entering the pay. Be sure the Earning Code is ERELG-Religious.

[Setup](#) | [Earnings](#) | [Deductions](#) | [Taxes](#) | [Preview/Summary](#)

Earnings

Salary	\$0.00	<input type="checkbox"/> Auto Pay	Base Rate	0.0000
Default Hours	0.00	<input type="checkbox"/> Auto Pay	Earning Code	REG

Line Items

Block	Earning Code	Hours	Amount	Calc Code	Rate Code
<input type="checkbox"/>	ERELG - RELIGIOUS PAY	10	0	-- Select --	2 - Rate Code 2

Payroll Setup>Earnings: Choose the RELG-RELIGIOUS PAY Earning Code.

Use the “Amount” field for a **salary** amount or use the “Rate” field for an **hourly**

Earnings ▸ Earnings Details

Personal Info	Work Info	Payroll Setup	Pay History	Time Off	Web Time	
Rates	Taxes	Earnings	Deductions	Direct Deposit	Labor Allocation	Reminders

Earnings Details

Earning Code	RELG - RELIGIOUS PAY
Earning Type	Tax_Override
Frequency	-- All --
Amount	1000
Self Insured?	<input type="checkbox"/>

Calculation

Rate	0.00
Calculation Code	-- Select --
Hours / Units	
Rate Code	-- Select --
Pay Period Minimum	0.00
Pay Period Maximum	0.00

Agency Info

rate.

Payroll Setup>Taxes: Check all taxes and choose the Reason Code

Personal Info	Work Info	Payroll Setup	Pay History		
Rates	Taxes	Earnings	Deductions	Direct Deposit	Labor Alloc

Taxes

<input checked="" type="checkbox"/>	Tax Code	Filing S
<input type="checkbox"/>	FITW - Federal Income Tax	Single
<input type="checkbox"/>	IN - Indiana SITW	Single

[Add](#) [Delete](#) [Change State](#)

Additional Tax Information

SUI State	IN
Tax Form	W2
1099R Distribution Code	-- Select --

<input checked="" type="checkbox"/>	Tax Code	Reason Code
<input checked="" type="checkbox"/>	FITW Exempt	Clergy/Religious
<input checked="" type="checkbox"/>	SITW Exempt	Clergy/Religious
<input checked="" type="checkbox"/>	SS Exempt	Clergy/Religious
<input checked="" type="checkbox"/>	Med Exempt	Clergy/Religious
<input checked="" type="checkbox"/>	FUTA Exempt	Clergy/Religious
<input checked="" type="checkbox"/>	SUI Exempt	Clergy/Religious

[Save](#)

“Clergy/Religious”.

You can go to the Check Calculator to test a check to see if the pay is calculating properly: Unblock Recurring Earnings and Deductions.

View / Sort [Name [ID] (Dept)] Search [religiou

Check Calculator 12/15/2015 ** Check in Progress **

Setup | Earnings | Deductions | Taxes | Preview/Summary

Check Calculator Defaults

Mode: Test Block Recurring Earnings

Taxation: Standard Block Recurring Deductions

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: -- Select --

Fringe Benefit "Gross-Up"

Fringe Amount: 0

Fringe Earnings Code: -- Sele

Tax Offset Earnings Code:

Preview/Summary: There should not be any taxes taken out.

Check Calculator : Test - Gross To Net 12/15/2015

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

Preview / Summary

Gross	\$1,000.00	Net	\$1,000.00
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Earnings				Deductions
Earning	Rate	Hours	Amount	
RELG	0.0000	0.00	1000.00	No Deductions
		Total: 0.00	\$1,000.00	

Taxes		
Tax	Taxable Wages	Amount
No Taxes		

[Print Test Earnings Statement](#)

Note: When you pay an Hourly Religious employee you will need to choose the RELG Earning and select the Rate 2 calculation.

There will be HLTS2 and DTLS2 (Health and Dental Codes) used for Religious employees on our Insurance. This will be set up through Central Payroll after a New Hire is entered.