Payments and Deductions overview

Payments and Deductions · https://paiyroll.com/kb/payments-and-deductions-overview/

Follow this guide to understand how to set up and use payment and deduction Pay Items.

Common Pay Definitions are created on import and are ready to use in the Pay Item editor. If you need different Pay Items you must create the **Pay Definition** in Setup > Pay Definitions. Pay Definitions must always be created on the company before being available to add as a **Pay Item** to an Employee.

After the pay run is approved, most input values are auto-zeroed, allowing you to enter the next value. If the amount needs to remain fixed on each pay run, pay definitions can be configured to repeat indefinitely.

Rates are added and remain on an employee using Pay Items. They are accessed from the Pay Item Editor or the Employee > Pay Item Editor. Rates can be fixed or linked to a salary.

Single value payment

Add the **Payment** Pay Item and enter the monthly or weekly pay run amount in the **Base Payment** input. After the pay run is approved, the value is auto-zeroed.

Two values: rate and unit

Pay Definitions based on the *Per Unit* Pay Template allow you to multiply two values, like Hours and Rate.

Hourly rate

Add an **Hours 1** Pay Item and enter the **Rate** in *Base* and **Hours** in *Hours*. After the pay run is approved, the Hours will be auto-zeroed, but the Rates will remain.

If you need different rates, add a new **Hours 2** Pay Definition based on the *Per Unit* Pay Template. The number of Rates and Pay Items is unlimited.

You can also use Shift Uploaders to upload Hours and Rates from a file.

Daily rate

A Pay Definition based on a *Per Unit* Pay Template can be used for a Daily rate.