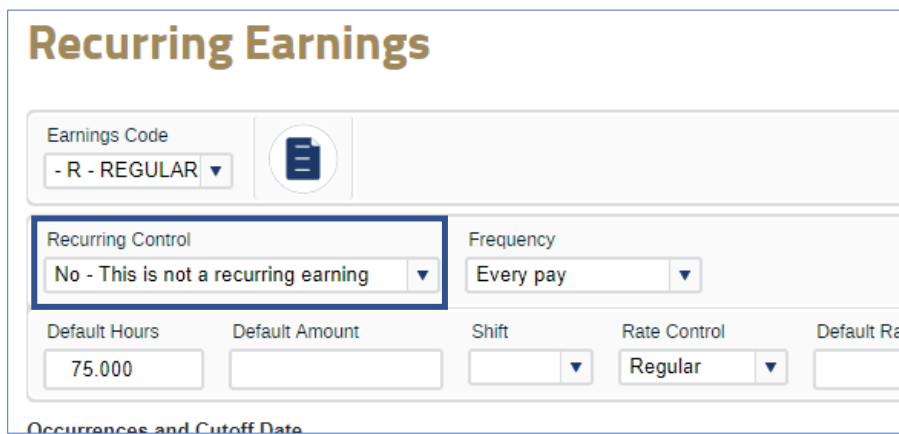# Instructions on Transition to and from PPP Earnings Codes
for Salaried Employees and Priests

For salaried employees (or priests) set up under Recurring Earnings, and for a payroll that will be split between Regular and PPP earnings, you will need to take the following steps:
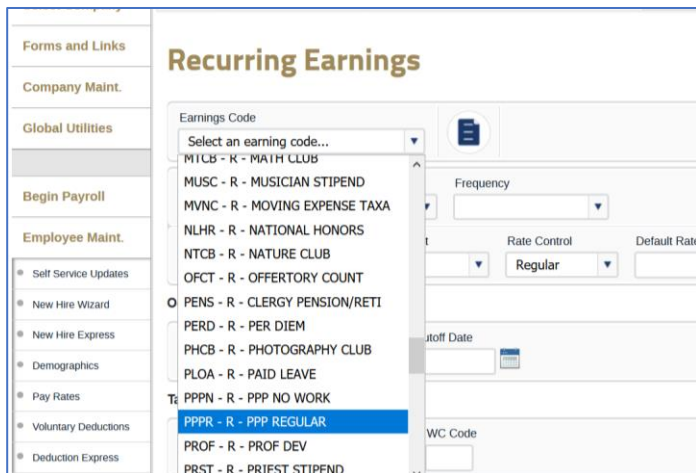
On Recurring Earnings screen (under Employee Maintenance):

1. In an open payroll, select **R- Regular** Earnings Code for a Lay employee or **PRST-R-Priest Stipend** for a Priest. Change the Recurring Control to "No - This is not a recurring earning" under the Recurring Earnings screen. Repeat steps for any other earnings set up under Recurring Earnings.
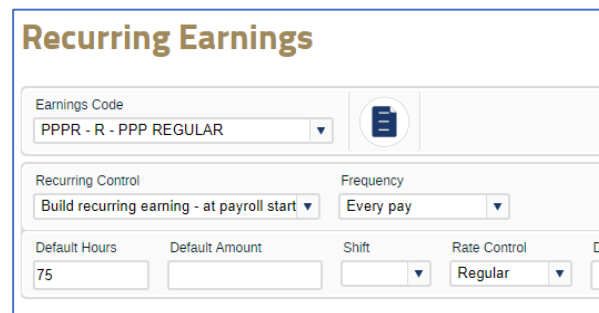

2. While still on the **Recurring Earnings** screen, set up your new PPP Recurring Earnings and/or Hours records for future payrolls. Add the appropriate PPP earnings code (either PPPR for those working during the 8 weeks or PPPN for those not working but being paid) to the Earnings Code screen using the blank paper icon to search for the code. Then choose "Build Recurring Earning at Payroll Start" under Recurring Control and "Every Pay" under Frequency. For priests, add the full per payroll Priest Stipend under Default Amount. For priests and lay employees, add the full per payroll hours under Default Hours. Save.

On Paycheck Options screen (under Hours & Dollars):

- To pay the employee or priest partially using PPP earnings codes and partially using regular earnings codes, calculate the hourly rate from the salary/priest stipend amount (total per payroll salary or stipend amount divided by per payroll hours; ex: salary of $2,300 per pay divided by 75 hours = $30.67 hourly rate)
- Use Paycheck Options to assign some earnings to PPP and some to Regular/Priest Stipend.
    1. Select Salary Override in Pay Control. **Note**: if the employee is salaried but also has an hourly rate set up in Hours & Dollars under Rate 1, you will need assistance from Prime Pay to complete this step.
    2. Set the two Earnings Codes, key the hours under Reg, and apply the hourly rate to each under SPRate (be sure to select the appropriate PPP Regular vs PPP No Work code).
    3. Preview payroll to check allocation.

(continued)

To transition back to non-PPP codes at the end of the 8-week period, process and close your final payroll with PPP codes (likely a split payroll). Then, while still logged in and in a closed payroll, under Recurring Earnings, find the Regular or Priest Stipend Earnings Codes and choose "Build recurring earning – at payroll start" under Recurring Control. This will restore the prior Recurring Hours and Earnings when you open the next payroll (the first full non-PPP payroll).

Recurring Earnings

Earnings Code
PRST - R - PRIEST STIPEND ▼

Recurring Control
Build recurring earning - at payroll start ▼

Frequency
Every pay ▼

Default Hours	Default Amount	Shift	Rate Control	De
80.000	$1,680.00	▼	Regular ▼	

If you forget this step until after you have opened a new payroll, go to Recurring Earnings and follow the steps listed above. Then go to Hours & Dollars and add hours into the Regular field. Save.

Salary	Hourly1	Hourly2	Hou
$1,624.63			

Line Options >>

	Earnings Code	Regular	Overtime	Double
1	- REGULAR - R ▼	80		