toast PAYROLL & TEAM MANAGEMENT

New Earning Code Request

Please complete all items on this form and email to your Support Team for set up.

1. Company Name: _____

2. Earning Code Name: _____
   For display purposes, please limit to 15 characters if possible.

3. Purpose - What will you use this code for? _____

4. Type of Earning: ◯ Hourly Rate ◯ Flat Rate
   Tied to Pay Raise? ◯ Yes ◯ No
   Check 'Yes' if this earning's rate should update with changes to an employee's salary (e.g. default earnings, PTO, etc.).

5. Default Amount ◯ OR Default Rate ◯ : _____

6. Taxable Wage Implications**? ◯ Not Taxable ◯ All Taxes ◯ 1099 Earning ◯ Other*

***This configuration determines which **taxable wages** will be affected, and NOT which **taxes** will be withheld. If Other, please talk to a Service Team member about the intent of this earning.*

7. Any special W-2 implications? *If yes, please specify:* _____

8. Include in the calculation of 401k/Roth(deferred comp eligible)? ◯ Yes ◯ No

9. Available to employees and managers in timesheets? ◯ Yes ◯ No

10. Non-cash Earning? ◯ Yes ◯ No

11. Tip Makeup Eligible? ◯ Yes ◯ No

12. Overtime Eligible? ◯ Yes ◯ No
    Overtime for (which Earning)? _____
    Daily Overtime ◯ OR Weekly Overtime ◯ Multiply Rate by: _____

13. Which Checks per month? Select all checks that earnings should be applied:
    ◯ All ◯ Only Check 1 ◯ Only Check 2

14. Tied to GL? ◯ Yes ◯ No
    If Yes: Account Name: _____
    Account Number: _____