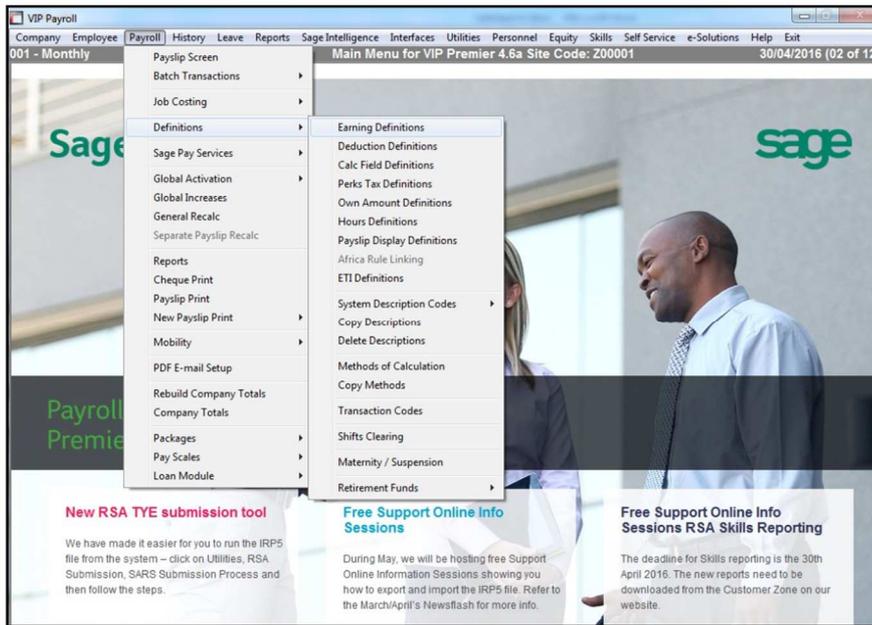# Earning Definitions
Adding an Earning line

Creating a new Earning line

- Ensure that all operators are out the system

- Ensure that a recent backup of the company has been made

Steps to follow

- From the Main Menu, click on Payroll> Definitions> Earning Definitions

Example of an Earnings Definition screen

No	Short	English	Alternate	Earning Type	When Taxable	BCEA	RFI	IRP5 Code	Incl SDL
01	Salary	Salary	Salaris	Basic Sal	Monthly	F	Y	3601	F
02	O/T 1.5	Overtime 1.5	Oortyd 1.5	Hrly Inpt	Monthly	V	N	3601	F
03	O/T 2.0	Overtime 2.0	Oortyd 2.0	Hrly Inpt	Monthly	V	N	3601	F
04	Travel	Travel Allowanc	Reistoelaag	Not Calc	Travel	F	N	3701	T
05	RKm Tax	Reimb Km Taxed	Kilomet Belas	Unit Inpt	Never	N	N	3702	N
06	RKm N/T	Reimb Km N/Tax	Kilomet N/Belas	Unit Inpt	Never	N	N	3703	N
07	Cell Ph	Cell Phone All	Selfoontoelaag	Not Calc	Monthly	N	N	3601	F
08	Transp	Transport All	Vervoertoelaag	Not Calc	Monthly	N	N	3601	F
09	Subs LT	Subs Local Tax	R/Verbl Pls Bel	Not Calc	Never	N	N	3704	N
10	Subs LN	Subs Local N/T	R/Verbl Pls NB	Not Calc	Never	N	N	3714	N
11	Subs FT	Subs Foreign T	R/Verbl Bui Bel	Not Calc	Never	N	N	3715	N
12	Subs FN	Subs Foreign NT	R/Verbl Bui NB	Not Calc	Never	N	N	3714	N
13	Oth All	Other Allowance	Ander Toelae	Not Calc	Monthly	N	N	3713	F
14	Comm	Commission	Kommissie	Not Calc	Monthly	V	N	3606	F
15	ABonus	Annual Bonus	Jaarlikse Bonus	Ann Bonus	Periodic	G	N	3605	F
16	GIFT	GIFT	GIFT	Not Calc	Periodic	N	N	3605	F
17	LvePaid	Leave Paid Out	Verlof Uitbetaa	Unit Inpt	Periodic	N	N	3605	F
18	BCEA Lv	BCEA Leave	BCEA Verlof	Unit Inpt	Monthly	N	N	3601	F
19	Lumpsum	Lumpsum	Lompsom	Not Calc	Never	N	N	3901	N
20	UnpLve	Unpaid Leave	Onbet Verlof	Unit Inpt	Monthly	N	Y	3601	F
21	Reimbur	Other Reimburse	Ander Terugbet	Not Calc	Never	N	N		N
22	Savings	Savings Payout	Spaargeld Uitb	Not Calc	Never	N	N		N
23	Backpay	Backpay	Terugbetaling	Not Calc	Monthly	N	N	3601	F

- Click in the **short description** field of the first open line and type in a description (maximum 7 characters)
- Complete the **English** and **Alternate** fields
- Select the correct **type of earning**

The available options are:
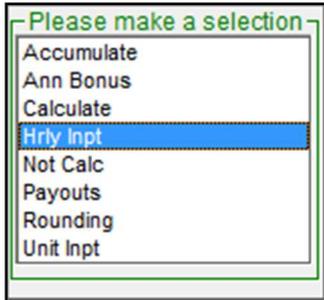
- – **Accumulate** – selected if a balance needs to be computed for the earning
- – **Annual Bonus** – only used if an Annual Bonus earning is being created
- – **Not Calc** – used if the earning will be a manually advised amount
- – **Calculate** – used if a method of calculation must be entered to calculate the amount
- – **Hrly/Unit Input** – used if a method of calculation must be entered using an advised number of hours/units to calculate the amount
- – **Rounding** – only used if the net salary must be rounded. A rounding type of deduction must also be created and the rounding amount must be indicated on the Company Miscellaneous Screen
- – **Payouts** – selected if the earning is a loan/savings that must be paid out through the payroll (Never taxable, no IRP5 code)

- Select the correct 'When Taxable' option. The available options are:
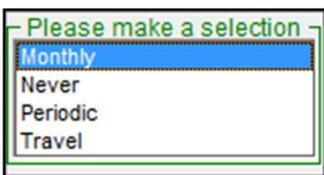
- – **Monthly/Weekly/Bi-weekly** – normal monthly/weekly/bi-weekly earning amounts
- – **Periodic** – used if the earning is a once-off amount
- – **Never** – only used if the amounts is a reimbursement or a loan/saving payout
- – **Travel** – used to indicate a travel/car allowance
- Indicate if the earning should be included in BCEA Remuneration for the calculation of Leave Pay

The available options are:
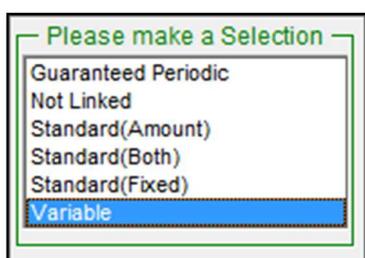
- **Not Linked**– not taken into account for the BCEA Remuneration calculation
- **Standard Fixed**– include the amount reflected in the Fixed column into the Standard portion of the BCEA Remuneration calculation
- **Standard Amount**– include the amount reflected in the Once column into the Standard portion of the BCEA Remuneration calculation
- **Standard Both**– include both the Fixed and the Once columns into the Standard portion of the BCEA Remuneration calculation
- **Variable** – include the amount in the variable portion of the BCEA Remuneration calculation
- **Guaranteed Periodic** – only used when the earning line is an Annual Bonus line and the bonus amount is guaranteed, i.e. a fixed 13th cheque

- Select **No** in the RFI column.

- Enter the relevant **IRP5 Code** from the list provided.

No	Short	English	Alternate	Earning Type	When Taxable	BCEA	RFI	IRP5 Code	Incl SDL
01	Salary	Salary	Salaris	Basic Sal	Monthly	F	Y	3601	F
02	O/T 1.5	Overtime 1.5	Oortyd 1.5	Hrly Inpt	Monthly	V	N	3601	F
03	O/T 2.0	Overtime 2.0	Oortyd 2.0	Hrly Inpt	Monthly	V	N	3601	F
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06	RKm N/T	Reimb Km N/Tax	Kilomet N/Belas	Unit Inpt	Never	N	N	3703	N
07	Cell Ph	Cell Phone All	Selfoontoelaag	Not Calc	Monthly	N	N	3601	F
08	Transp	Transport All	Vervoertoelaag	Not Calc	Monthly	N	N	3601	F
09	Subs LT	Subs Local Tax	R/Verbl Pls Bel	Not Calc	Never	N	N	3704	N
10	Subs LN	Subs Local N/T	R/Verbl Pls NB	Not Calc	Never	N	N	3714	N
11	Subs FT	Subs Foreign T	R/Verbl Bui Bel	Not Calc	Never	N	N	3715	N
12	Subs FN	Subs Foreign NT	R/Verbl Bui NB	Not Calc	Never	N	N	3714	N
13	Oth All	Other Allowance	Ander Toelae	Not Calc	Monthly	N	N	3713	F
14	Comm	Commission	Kommissie	Not Calc	Monthly	V	N	3606	F
15	ABonus	Annual Bonus	Jaarlikse Bonus	Ann Bonus	Periodic	G	N	3605	F
16	GIFT	GIFT	GIFT	Not Calc	Periodic	N	N	3605	F
17	LvePaid	Leave Paid Out	Verlof Uitbetaa	Unit Inpt	Periodic	N	N	3605	F
18	BCEA Lv	BCEA Leave	BCEA Verlof	Unit Inpt	Monthly	N	N	3601	F
19	Lumpsum	Lumpsum	Lompsom	Not Calc	Never	N	N	3901	N
20	UnpLve	Unpaid Leave	Onbet Verlof	Unit Inpt	Monthly	N	Y	3601	F
21	Reimbur	Other Reimburse	Ander Terugbet	Not Calc	Never	N	N		N
22	Savings	Savings Payout	Spaargeld Uitb	Not Calc	Never	N	N		N
23	Backpay	Backpay	Terugbetaling	Not Calc	Monthly	N	N	3601	F

- A general recalculation message will appear. Click on **YES** to confirm the recalculation
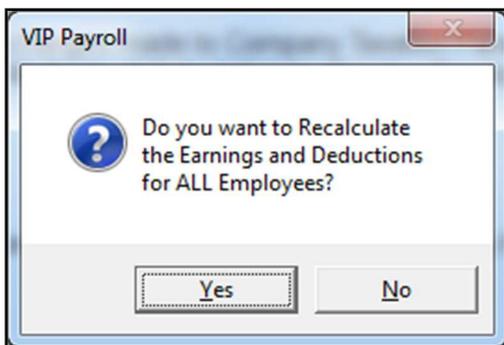
- The process of adding an earning line has now been completed