

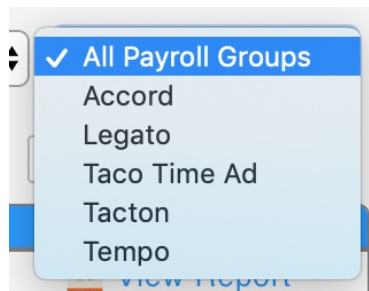
# Applying Other Earnings

Last Modified on 09/23/2019 5:37 pm MDT

Reports > PTO / Other Earnings

The screenshot shows a web interface for generating reports. At the top left, the word "Reports" is written in red. Below it, there is a dropdown menu set to "PTO / Other Earnings". To the right, a date range is selected from "Jun 22, 2019" to "Jul 5, 2019", with calendar icons. Below the date range, it says "Work day start time is 6:00am". Further down, there are several filters: "Options: search for employees" with a magnifying glass icon, a dropdown menu set to "Everybody", another dropdown menu set to "Branson", and a dropdown menu set to "5 of 57 Schedules". In the top right corner, there is a link that says "Use Our Quick".

Filter on intended payroll group, and press **Show Report**



Initiate activity from an employee's Primary or intended department for Other Earnings use (i.e. Commission, Bonus, PTO etc.).

Use the **USE** or **ADD** buttons to produce Other Earnings for a given date

The screenshot shows a horizontal bar for an employee named "Andrews-Pompilio, Paige". On the left, there is a minus sign icon and a person icon. To the right of the name, there are three buttons: "Use PTO", "Add Commission", and "Add Bonus".

Enter **AMOUNT** or **HOURS**, Applicable Date, and Role if applicable.

The screenshot shows a dialog box titled "Add Earnings for BELLEVUE - DOWNTOWN". The dialog is for adding PTO. It has a "PTO" label at the top. Below that, there is a form with the following fields: "Use" followed by a text input containing "4", "hours on" followed by a date input containing "Jul 3, 2019", and "Reason:" followed by a text input containing "Approved Vacation". Below these fields, there is a "Role:" label followed by a dropdown menu containing "Crew member". At the bottom of the dialog, there are two buttons: "Submit" and "Close".

Other Earnings will flow into the payroll output.

Expand employee's Other Earnings history with "+"

