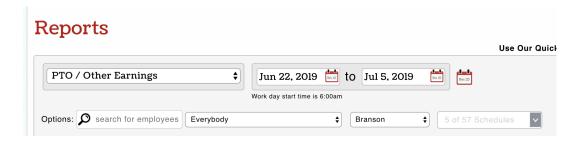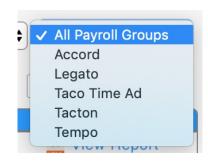# Applying Other Earnings

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

Reports > **PTO / Other Earnings**

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

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

Other Earnings will flow into the payroll output.

Expand employee's Other Earnings history with "+"