



Alloc8 User Guide

Employee Payroll Allowances

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Employee Payroll Allowances

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Overview

The Employee Payroll Allowance feature allows you to add allowances (which can either be per hour worked or per shift) to individual employees. Then, you will also have the ability to generate a report which will show you the list of employees with their corresponding allowances.

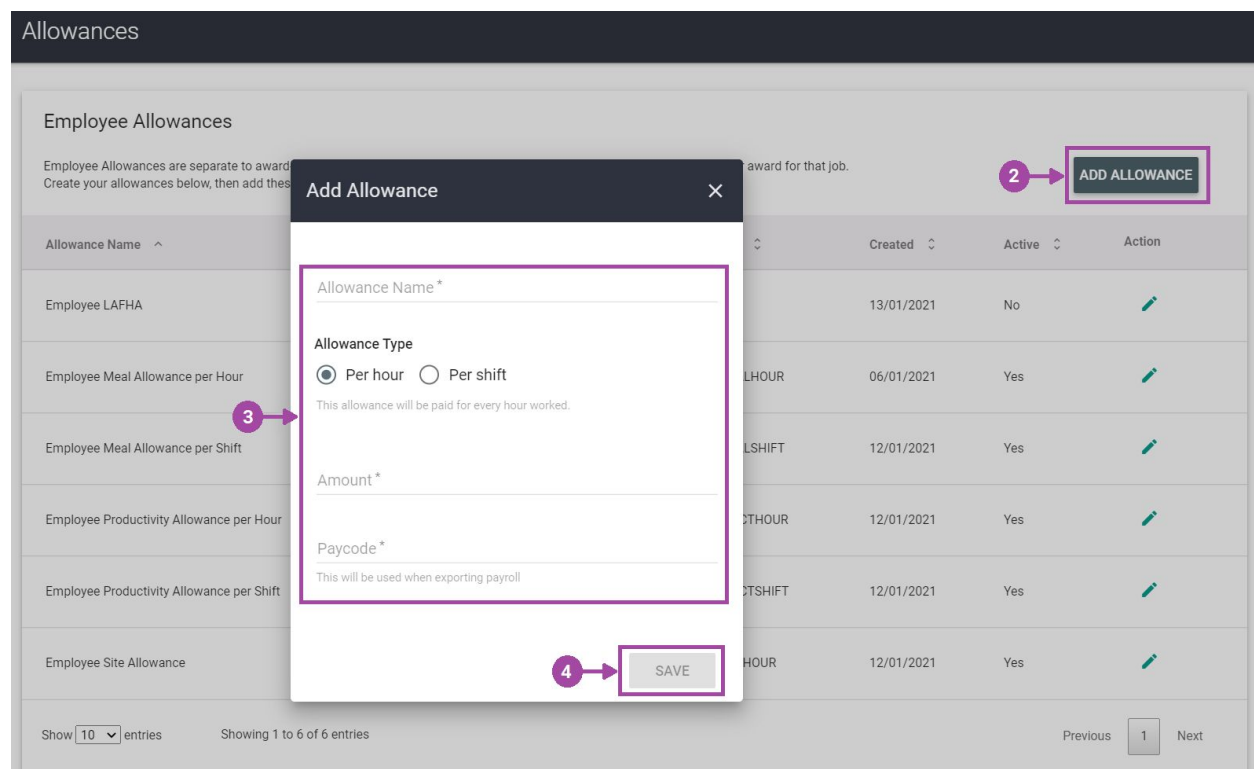
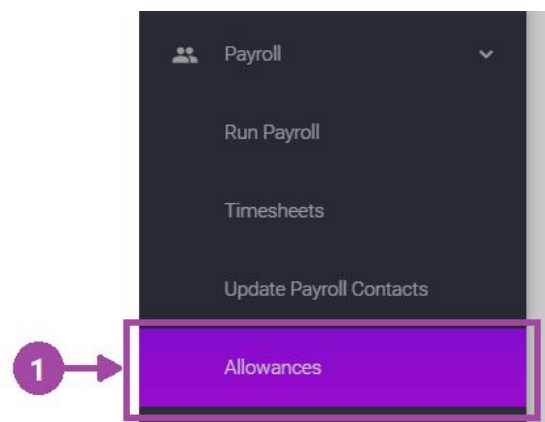
These allowances are separate from the award – the employee will receive the allowance regardless of what Award, Classification, or Shift Role they work.

Create and Edit Allowances

Create Allowances


To create an employee allowance;

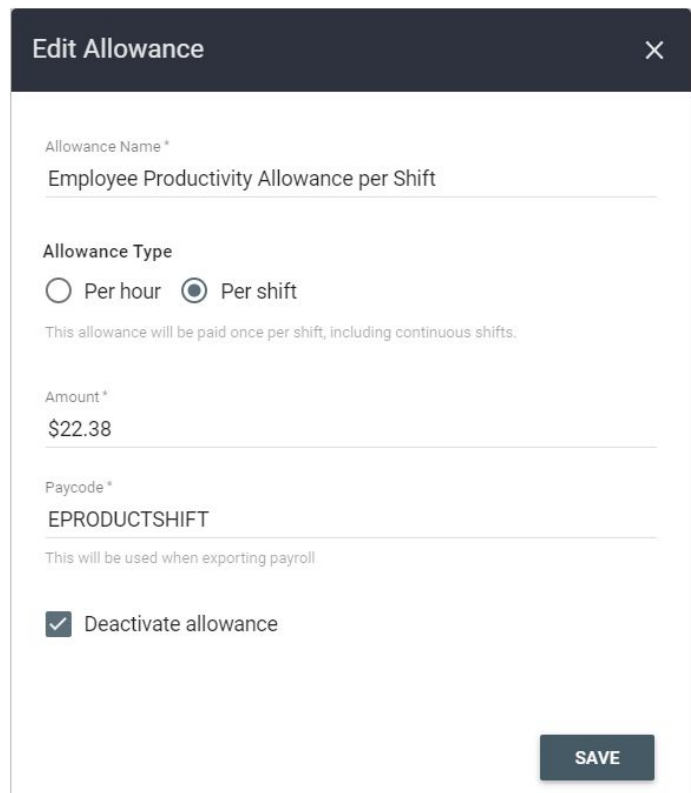
1. Go to the **Payroll** menu and select **Allowances**.
2. Click the **Add Allowance** button to open the modal window.
3. Here you can define the allowance name, amount, paycode, and select whether the allowance will be paid per hour or shift.
4. Click the **Save** button once you are done filling up the fields.



Edit Allowances

To edit the allowance;

1. Click the  icon, and this will open the modal window again.
2. You can change the allowance details as well as to activate or deactivate the allowance.
3. Click the **Save** button once you are done with the updates.



The 'Edit Allowance' modal window contains the following fields and options:

- Allowance Name***: Employee Productivity Allowance per Shift
- Allowance Type**: Radio buttons for 'Per hour' and 'Per shift' (selected). Below it, text reads: 'This allowance will be paid once per shift, including continuous shifts.'
- Amount***: \$22.38
- Paycode***: EPRODUCTSHIFT. Below it, text reads: 'This will be used when exporting payroll.'
- Deactivate allowance
- SAVE** button

Add Allowances to an Employee Contact

On the employee contact page, look for the **Allowances** section. This section will show you the allowances that will be paid for that individual employee only.

Deactivated allowances that were added to the employee before deactivation will show the

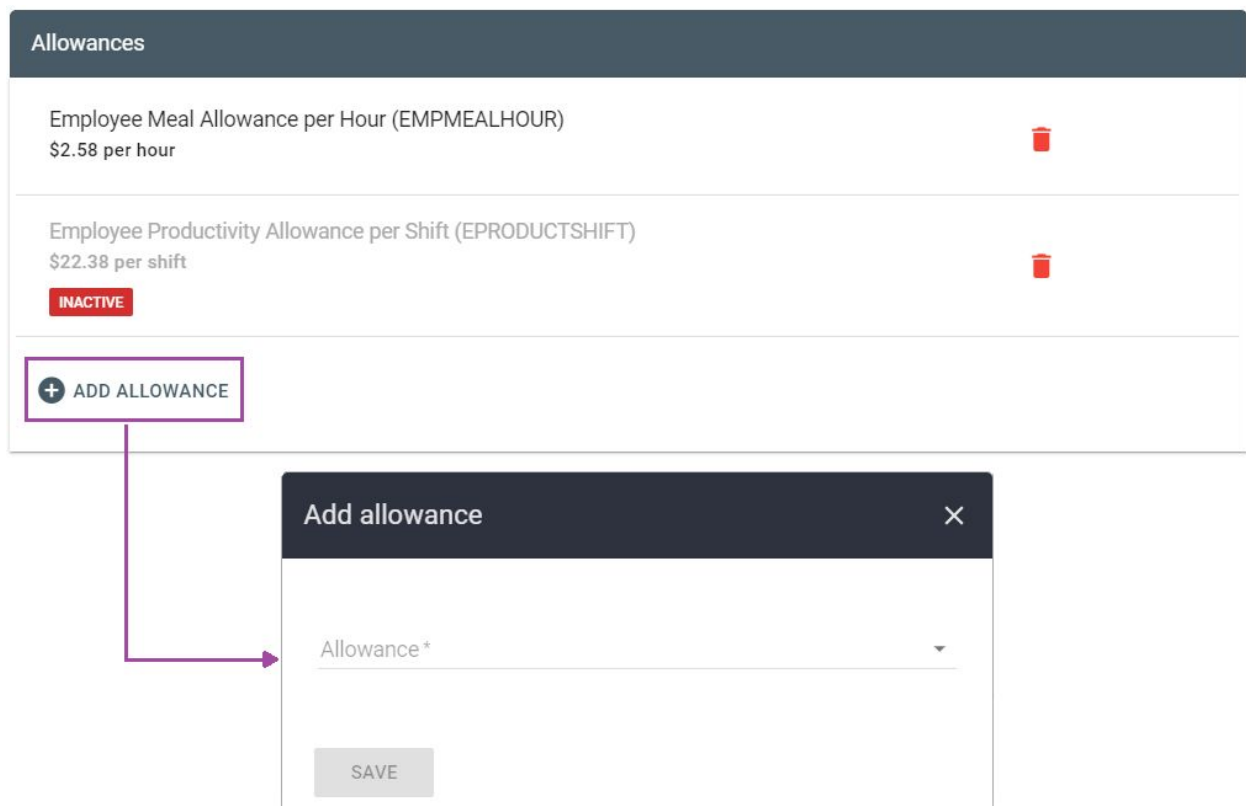
INACTIVE

tag. These inactive allowances will not be paid once you run payroll.

Add Allowances

To add an allowance to the employee;

1. Click the **Add Allowance** button, and this will open the modal window.
2. Choose from the list of **Active** allowances, then click the **Save** button.




The 'Allowances' section displays a list of allowances:

- Employee Meal Allowance per Hour (EMPMEALHOUR) \$2.58 per hour
- Employee Productivity Allowance per Shift (EPRODUCTSHIFT) \$22.38 per shift **INACTIVE**

A purple box highlights the **+ ADD ALLOWANCE** button. An arrow points from this button to the 'Add allowance' modal window, which contains:

- Allowance*** dropdown menu
- SAVE** button

Remove Allowances

To remove an allowance from the contact, simply click the  icon next to it. This will show a dialog box stating “*This allowance will no longer be applied to the Employee, including any current payruns.*” Click the **Yes** button to confirm.


Remove Allowance?

This allowance will no longer be applied to the Employee, including any current payruns

NO YES

History Log

An entry to the contact’s *History Log* is added every time you add or remove an allowance to the employee.

To view this, click the  button at the bottom of the *Update Contact* page.

History Log - Contacts - Aerith Gainsborough	
08 January, 2021, 8:08	Alloc8 Support added the allowance Employee Meal Allowance per Hour (EMPMEALHOUR).
08 January, 2021, 8:08	Alloc8 Support updated the contact
06 January, 2021, 11:39	Alloc8 Support deleted the allowance Employee Meal Allowance per Hour (EMPMEALHOUR).

User Access Restriction

For Alloc8 web users to have the ability to create, add, edit, and/or remove allowances from an employee, they must first have access to the **Add and Edit Allowances** permission.

However, anyone with access to **Run Payroll** will see the *Allowances* section.

To grant access;

1. Go to the **Administration** menu and select **User Access**.
2. Select **Payroll** from the **Select Access Type** dropdown.
3. Click the **Add and Edit Allowances**.
4. Type-in the name of the user, then click the **Add User** button.
5. Click the **Save** button to apply the user permission.

Manage User Access

SAVE

Select Access Type
Payroll

VIEW PAYROLL MENU RUN PAYROLL ADD AND EDIT ALLOWANCES

ADD AND EDIT ALLOWANCES

Type name ADD USER

Employee Allowances Report

If you want to see a complete list of all employees with their corresponding allowances, simply generate the **Employee Allowances** report which can be found in the **Report Filters**.

First Name	Last Name	Employee Number	Branch(es)	Allowance Name	Active	Allowance Paycode	Allowance Type	Date applied
Aerith	Gainsborough	EMP8130	Tokyo	Employee LAFHA	No	ELAFHA	Per Hour	08/01/2021
Aerith	Gainsborough	EMP8130	Tokyo	Employee Meal Allowance per Hour	Yes	EMPMEALHOUR	Per Hour	08/01/2021
Arthur	Morgan	EMP0010	Tokyo	Employee Meal Allowance per Shift	Yes	EMPMEALSHIFT	Per Shift	08/01/2021