

The Other Pay/Bill function, accessible from the Employee Master and Post Master, is able to track uniform allowances, mileage incurred, etc., and apply these additional billings and/or payments to employees, customers, locations and positions.

By Post

1. Select Rate Tab in Post Properties
2. Click on **Others** button
3. Select Reason for Others (which is the earning code)
4. Check ALL box
5. Enter Rate
6. Enter Maximum Hours, if applicable
7. Click **Save**

Note: Other Pay is for “hours worked”.

Reason	B. Rate	B. Taxable	P. Rate	P. Taxable
UNIFORM ALLOWANCE	\$10	FALSE	\$10.00	TRUE

By Employee

1. Select Others from Employee Master
2. Select Customer, Location, and/or Post
3. Select **Reason for Others** (which is the earning code)
4. Check **ALL** box
5. Enter **Rate**
6. Enter **Maximum Hours**, if applicable
7. Click **Save**