

Vision is normally for hourly employees only. The only time a customer would put Salary employees in Vision is to schedule the employee for billing only.

Payroll Type **Salary** in the Employee Master will not let hours from the schedule pull from Vision to Vault.

Payroll Type:

To pay a Salary employee for overtime because they worked a special project, you will complete a **Payroll Adjustment** and use the earning type **Over Time**. Payroll Adjustments will pull from Vision to Vault on Salary employees.

- Right-click on the employee in the schedule and select **Insert Payroll Adjustment** or go to Masters menu and select **Payroll Adjustment**.

Payroll Adjustment in Vision

Vault Batch

MCCARTY, LISA	565456456	WBN	G	CHECK	BIWEEKLY		605.0000	0.0000	119.6200	485.3800
MCCLLOUD, JAMES	654454654	WBN		CHECK	BIWEEKLY		1,025.7000	0.0000	233.1700	792.5300

#76 Earnings \$605.00: MCCARTY, LISA - 565456456 - WBN									
Pay Type No	Pay Type Desc	Input	Dept	Job Code	Unit	Rate	Override	Amount	
OVERTIME	OVERTIME	HOURS	WBN	G	7.00	15.0000	☐	105.0000	
SALARY	SALARY	DOLLARS	WBN	NONE	1.00	500.0000	☐	500.0000	

2: Employee Master F4: Supplemental Rates
3: Employee Search F5: New Posting

Auto-Calculate Payroll ☐