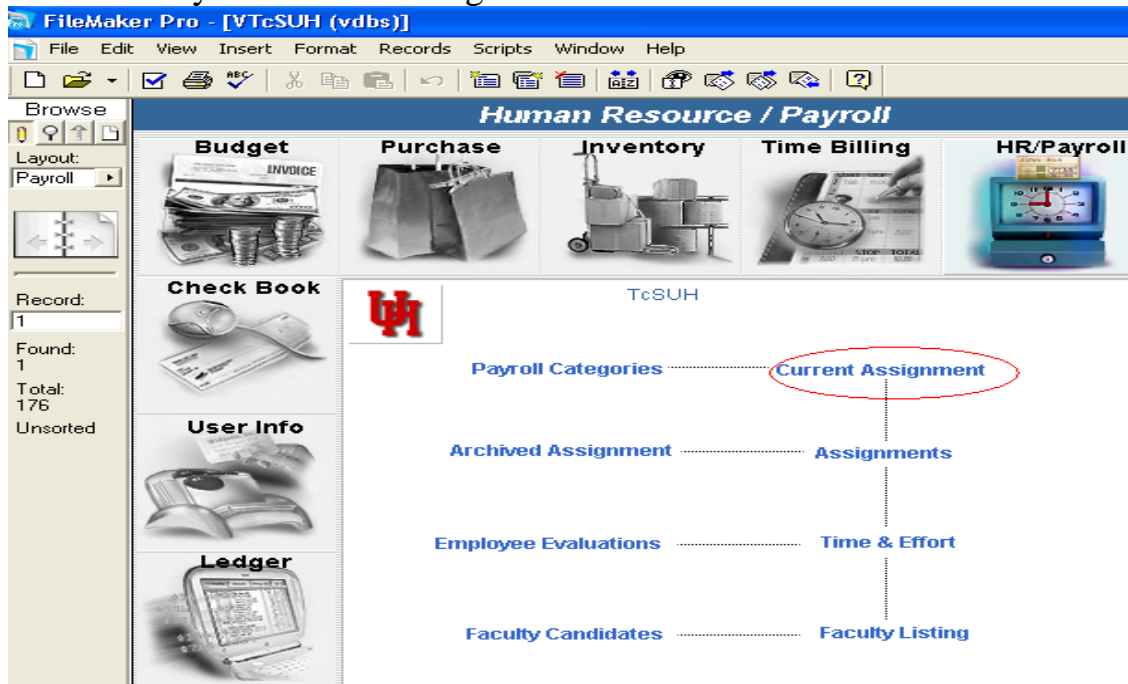
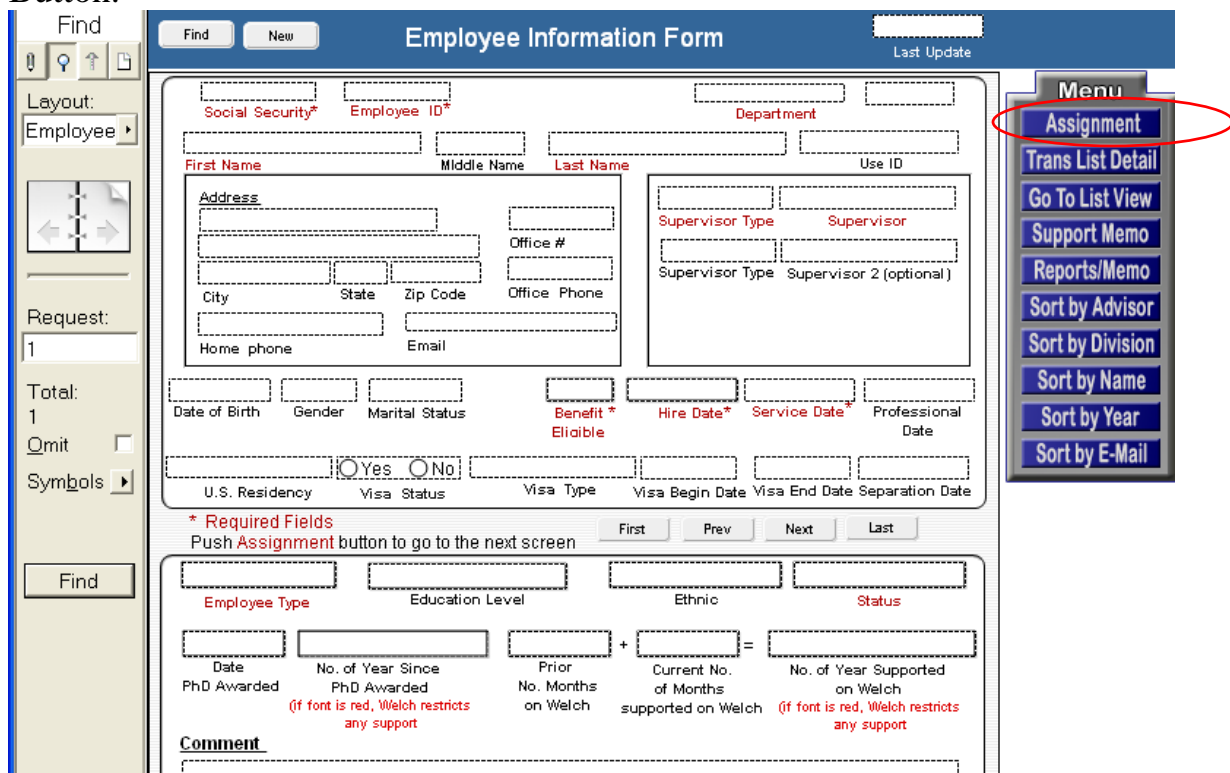


# Entering Communication Allowance in FMP

Pull up the employee who will receive the monthly telecomm allowance in FMP HR/Payroll-Current Assignment.



Do a Find from the Employee Information Form and select the Assignment Button.





B) If the allowance is charged to a different cost center than the salary, a separate assignment record will be needed. All required fields must be entered, but the **Distribution** and **FTE** must be entered as 0. Enter the Miscellaneous Pay info as described in “A” above. Post to record to the ledger by selecting the **Post to Main** button.

FileMaker Pro - [VTcSUHPayroll (vdfs)]

File Edit View Insert Format Records Scripts Window Help

Current Assignment

0089703

Name	Employee ID	Social Security Number		* Required					
38610	52817	0	Monthly	1/1/2007	8/31/2007	8.00	0.00	50.00	TCSUH RE
Speedtype Sub	* Salary Acct Code	* Distri- bution	* Type	* Begin Date	* End Date	Total Months	Round Months	* Pay Rate	JACOBSO
00102459	RESEARCH ASSOCIATE PROFESSOR	0.00	0.00	25%					81146
*Position #	Job Title	Monthly Salary	Total Salary	Fringe	Total Fringe				NA
150.00									1101
Insurance Stipend	Summer Insurance	Longevity	Medical Insurance				FICA	6.20 %	
			Employee Only	Employee & Children	Employee & Spouse	Employee & Family	Medicare	1.45 %	
Miscellaneous Pay			360.54	498.49	566.57	704.52	UCI	.55 %	
442	Communication All	50.00					WCI	.45 %	
Information	Monthly	Total					TRS	6.00 %	
Advisor			Life Insurance	2.28	ORP-1(Service date >= 9/1/1996)	ORP-2(Service date <= 9/1/1996)	8.50 %	6.00 %	

Position Monthly Form Print Welch Ltr Post to Main Delete Assignment Repost **Repost To Main Successfully**

14235

38768	50153	100	Monthly	1/1/2007	8/31/2007	8.00	1.00		STATE
Speedtype Sub	* Salary Acct Code	* Distri- bution	* Type	* Begin Date	* End Date	Total Months	Round Months	* Pay Rate	CHING-W
00102459	RESEARCH ASSOCIATE PROFESSOR					25%			81761
*Position #	Job Title	Monthly Salary	Total Salary	Fringe	Total Fringe				NA
150.00									1101
Insurance Stipend	Summer Insurance	Longevity	Medical Insurance				FICA	6.20 %	
			Employee Only	Employee & Children	Employee & Spouse	Employee & Family	Medicare	1.45 %	
Miscellaneous Pay			360.54	498.49	566.57	704.52	UCI	.55 %	
		0.00					WCI	.45 %	
Information	Monthly	Total					TRS	6.00 %	
Advisor			Life Insurance	2.28	ORP-1(Service date >= 9/1/1996)	ORP-2(Service date <= 9/1/1996)	8.50 %	6.00 %	