aps

Request to **Add New Income**

Company Code: _____ ☐ New Client

Company Legal Name: _____ DBA: _____

Requester Name: _____ Date: _____

INCOME DETAILS

Income Name: _____

Income Type: _____ Income Frequency: _____

Is OT earned/paid for this item? _____

Will this income item pay salaried employees? _____

Should this income be included in regular rate of pay calculation? _____

    (If Yes, please attach an explanation of how this income should be used in regular rate of pay calculation.)

Should this income be used in a fluctuating workweek calculation? _____

Is the Income item subject to:

Federal withholding *(W-2 Box 1)*	☐	Social Security *(W-2 Box 3)*	☐
State withholding *(W-2 Box 16)*	☐	Federal & State Unemployment	☐
Medicare *(W-2 Box 5)*	☐		

    Please identify any additional W-2 reporting boxes for this item _____

If using APS Attendance console only:

Is this item used in a Time Off Request? _____

Is this item associated with an Accrual Plan? _____ If Yes, what is the Accrual Plan name? _____

INCOME UTILIZATION / ACCESSIBILITY

Where/to whom should this income be visible?

    APS OnLine – User to add to Time Card   ☐

If using APS Attendance console only:

    MSS – Manager can add to Time Card   ☐

    eSS – Employee can add to Time Card   ☐

THIS SECTION FOR INTERNAL USE ONLY

Requesting AM _____ Date _____

Completed by _____ Date _____