

# Night Shift Allowance



## How To process a Night Shift Allowance - Fixed Amount

### Incident:

Creating a transaction with own description for Night Shift Allowance where all of the employees gets the same fixed amount per person and you don't need to go and enter the amount for each and every employee.

### Solution:

1. You will first need to create a [backup](#) from the File menu
2. Ensure all employees statuses are "Not Processed", if any of your employees are processed, you will need to do a [clear run flags](#).
3. Click Setup
4. Click Transaction
5. Click on the "New Transaction" icon which is locate at the top left corner of the Setup, Transaction screen
6. Kindly note the available range for new custom codes are between 1000 and 4999 provided they have not already been used to create other custom transactions.
7. Enter template code 5504
8. Enter the Description of the transaction
9. Enter the fixed amount in the "Amount" field at the bottom of the Setup, Transaction screen
10. Ensure "Print on Payslip" is ticked
11. Ensure "Affect Payslip" is ticked
12. Click on the "Payslip Description" and ensure the description from the top pulls through below or enter the description
13. Click Save
14. When you add this new transaction, it will automatically pull through the amount that you have entered onto the transaction that you created for each employee you add the transaction too.