

Email Subject Line: Adding Mileage & Expenses in HUB

***Your Very Smart payroll tip for August 24:***

Employees can now add a one-time pay to their timesheet for mileage and expenses.

**1. Log into HUB and go to “Admin.”**



**2. Go to “Payroll Lists” to define which pay codes an employee can enter for one-time pays.**



**3. Click “edit” for the pay code you want.**



**4. Go to “Prompts.” Select the Collection Type and whether the employee should be prompted at clock out. Enter any prompt text now.**



Enter the prompt text you want displayed to the employee here.

**5. Select “Add new prompt.”**

**6. The employee can then enter their one-time pay items when prompted or by clicking on the circle with their intials in the upper right hand corner of the HUB homepage.**









**7. The pay item is now on the employee’s time sheet.**



***If you don’t have HUB, contact*** ***PaySmart*** ***to learn more about the benefits of the employee self-serve portal.***

**Your Next Very Smart Tip:**

Your August 31 tip will discuss who are exempt employees.