

**Re: Payroll-Expense reimbursement**

1 message

**Amy DeMoss** <support@workhorsewi.com>  
Reply-To: Amy DeMoss <support@workhorsewi.com>  
To: clerk@ridgewaywi.gov

Tue, Jan 27, 2026 at 1:33 PM

Sounds like a plan. :)

- 1.) Correct- if it's just a reimbursement that should not be taxed, apply to WRS or unemployment, or be reported to the W-2, no boxes would be checked.
- 2.) The pay category looks correct.
- 3.) You will just assign the PAY line to the correct GL. The others can be left blank.

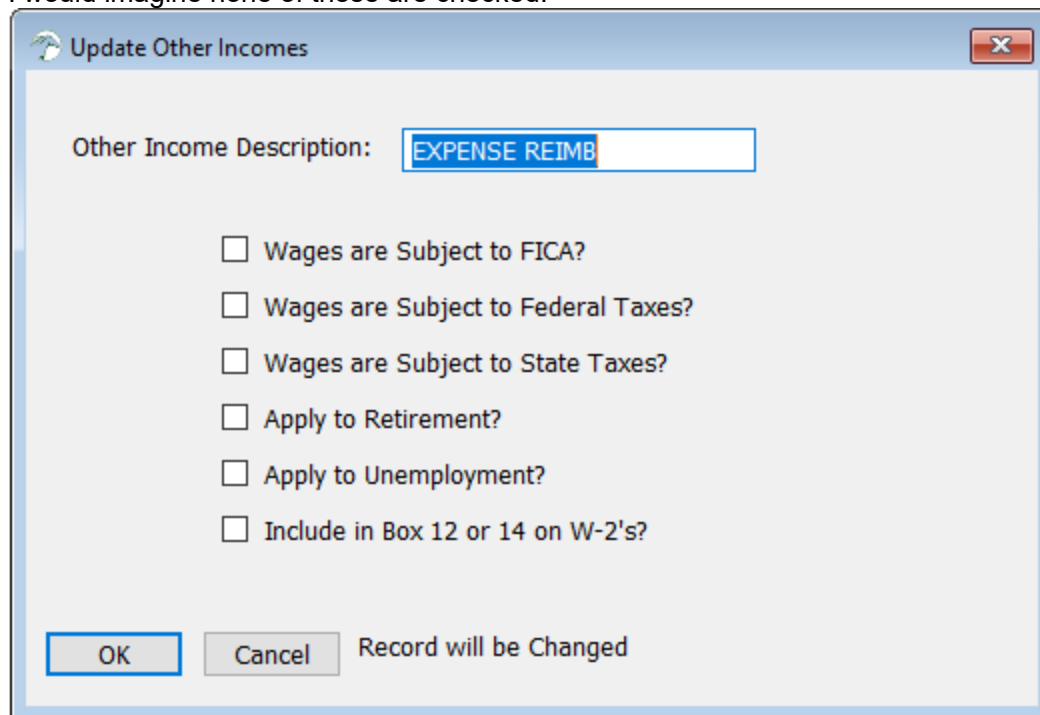
Warmly,

**Amy DeMoss**  
*Customer Support Specialist*  
**Workhorse Software Services, Inc.**  
P.O. Box 308, Wausau, WI 54402  
800.654.4892  
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On Tue, 27 Jan at 1:28 PM , Lori Phelan <clerk@ridgewaywi.gov> wrote:

Ok, I could just use the one and most will be travel/mileage reimbursement anyway. If I do have one that isn't, I could add another pay category.

I would imagine none of these are checked:



The screenshot shows a dialog box titled "Update Other Incomes" with a close button (X) in the top right corner. The "Other Income Description:" field contains the text "EXPENSE REIMB". Below this field are six unchecked checkboxes:

- Wages are Subject to FICA?
- Wages are Subject to Federal Taxes?
- Wages are Subject to State Taxes?
- Apply to Retirement?
- Apply to Unemployment?
- Include in Box 12 or 14 on W-2's?

At the bottom left are "OK" and "Cancel" buttons. To the right of the "Cancel" button is the text "Record will be Changed".

Pay type:

Update Pay Categories

Pay Category Description:

Pay Type:  ▾

Active?

Assign Accounts:

Record will be Added

Assume these do NOT get assigned?

Update Pay Categories - Assign Accounts

Account Description	Type	Account Number
CLERK MILEAGE	MED	000-00-00000-000-000
CLERK MILEAGE	PAY	000-00-00000-000-000
CLERK MILEAGE	RET	000-00-00000-000-000
CLERK MILEAGE	SS	000-00-00000-000-000
CLERK MILEAGE DENTAL	FRG	000-00-00000-000-000
CLERK MILEAGE HEALTH	FRG	000-00-00000-000-000
CLERK MILEAGE RETIREMNT	FRG	000-00-00000-000-000

Or do I assign them to the GL for Clerk Travel/Mileage?

Update Pay Categories - Assign Accounts

Account Description	Type	Account Number
CLERK MILEAGE	MED	100-00-51420-350-000
CLERK MILEAGE	PAY	000-00-00000-000-000
CLERK MILEAGE	RET	000-00-00000-000-000
CLERK MILEAGE	SS	000-00-00000-000-000
CLERK MILEAGE DENTAL	FRG	000-00-00000-000-000
CLERK MILEAGE HEALTH	FRG	000-00-00000-000-000
CLERK MILEAGE RETIREMNT	FRG	000-00-00000-000-000

**Lori Phelan**

**Clerk/Treasurer**

208 Jarvis St., Suite A, Ridgeway, WI 53582

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THE VILLAGE OF



**RIDGEWAY**

### **Upcoming 2026 Elections**

02/17/26- February Primary (if needed)

04/07/26- Spring Election

08/11/26- Partisan Primary Election

11/03/26- Partisan General Election

On Tue, Jan 27, 2026 at 10:37 AM Amy DeMoss <[support@workhorsewi.com](mailto:support@workhorsewi.com)> wrote:

It really comes down to how detailed you want your reporting to be for Other Income payments.

If you want your registers to clearly show how much was paid for each specific type of reimbursement, you'll want to set up a separate an Other Income for each one.

If that level of detail isn't important, you can keep it simple and just use one Other Income that's reused on timecards.

You *would* still need separate pay categories—like **CLERK MILEAGE (Other)** and **MISC BOARD EXP (Other)**—so you can control how those amounts are expensed.

If you create separate OTHER INCOMES, the timecard (and registers) would look like this:

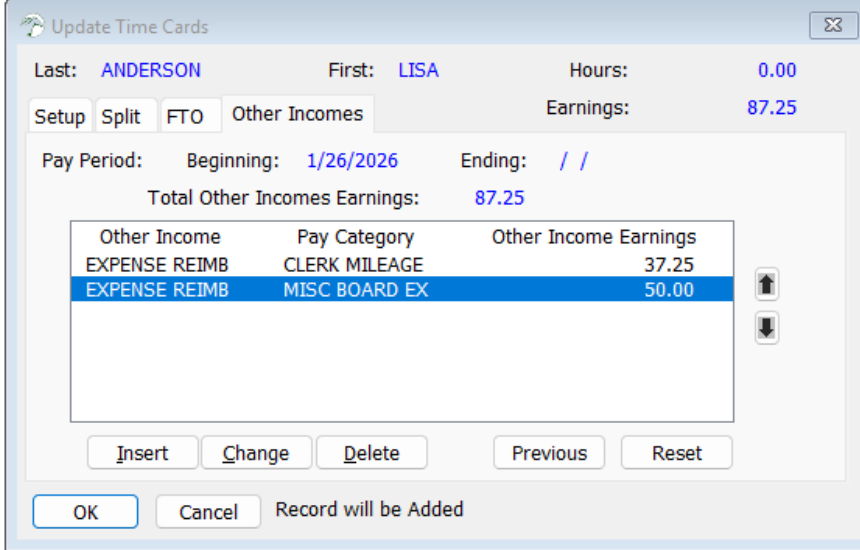
The screenshot shows a software window titled "Update Time Cards" with a close button in the top right. The window displays the following information:

- Last: **ANDERSON** First: **LISA** Hours: **0.00**
- Setup Split FTO Other Incomes Earnings: **87.25**
- Pay Period: Beginning: **1/26/2026** Ending: **/ /**
- Total Other Incomes Earnings: **87.25**

Other Income	Pay Category	Other Income Earnings
CLERK MILEAGE	CLERK MILEAGE	37.25
MISC BOARD EX	MISC BOARD EX	50.00

At the bottom of the window, there are buttons for "Insert", "Change", "Delete", "Previous", and "Reset". At the very bottom, there are "OK" and "Cancel" buttons, and a status message: "Record will be Added".

If you had just one other income, it would look like this:



Warmly,

**Amy DeMoss**

*Customer Support Specialist*

**Workhorse Software Services, Inc.**

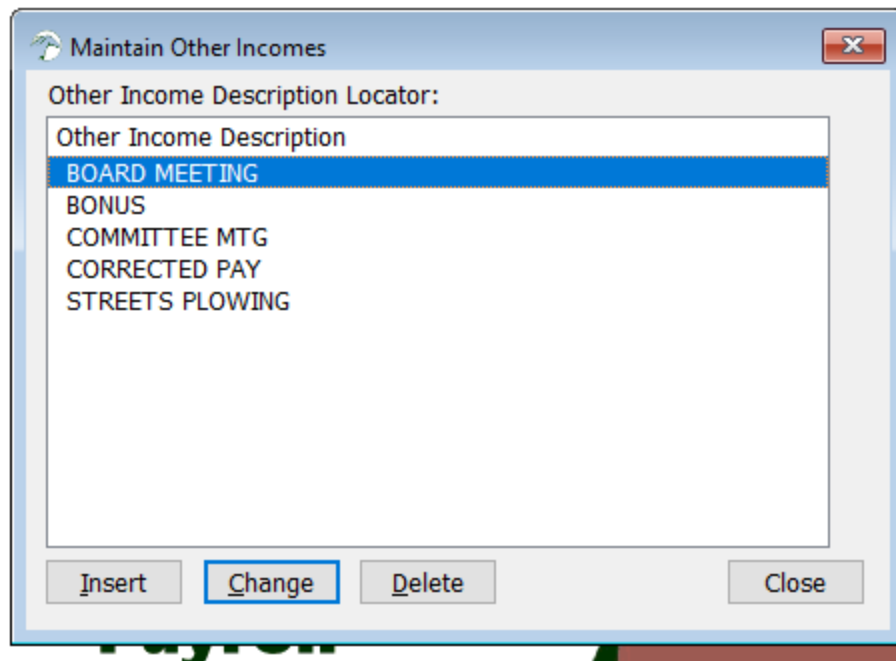
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On Tue, 27 Jan at 10:01 AM , Lori Phelan <[clerk@ridgewaywi.gov](mailto:clerk@ridgewaywi.gov)> wrote:  
This is what we currently have set up in Other Incomes:



Do I have to set up multiple OTHER INCOMES? For instance, I have an expense reimbursement form I am doing for myself right now. It is for mileage and the County Treasurer for their share of MFL. Would each of those have to be set up separately so one goes to Clerk Mileage and the other goes to miscellaneous board expenses?

**Lori Phelan**

*Clerk/Treasurer*

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On Tue, Jan 27, 2026 at 9:44 AM Amy DeMoss  
<[support@workhorsewi.com](mailto:support@workhorsewi.com)> wrote:

SUCH a great question! I'm not surprised. :)

You would want to set up a pay category (type will be OTHER) that matches the OTHER INCOME name so that you can assign it to the correct GL account.

Warmly,

**Amy DeMoss**

*Customer Support Specialist*

***Workhorse Software Services, Inc.***

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