

# Adding or Changing a Pay Rate



There are two options for navigation:

- Employee Management>Employee Pay>Salary
- Type "salary" into Search the menu and look for the link listed above

**EMPLOYEE MANAGEMENT**

- Employee Summary
- New Hire Wizard
- Quick Hire
- Quick Hire - Time Only
- Copy Employee
- Employee Maintenance >
- Employee Pay <
- Salary

Client Sumr

Employee Management >> Employee Pay >> Salary

You'll now be viewing the employee list. Select the employee that you would like to add a pay rate

Employee List								
Company	Pay Group	Employee #	First Name	Preferred Name	Middle Name	Last Name	SSN	Status
Joanna Unicorns and Dreams Inc.	HOURLY EE	1233	Hazel		D	Arnold	111-22-3361	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1234	Riley			Baldino	111-22-3362	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1224	Issac		A	Castillo	111-22-3356	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1231	Henry		P	Clawson	111-22-3367	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1218	Grayson		H	Cvetkovic	111-22-3350	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1216	Carla		A	Garcia	111-22-3348	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1232	Felix			Gray	012-34-5678	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1202	Liam		C	Jones	111-22-3334	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1228	Audrey			Keddington	111-22-3360	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1225	Brooklyn		M	Kicks	111-22-3357	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1212	Luke		Y	King	111-22-3344	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1210	Ella			Lewis	111-22-3342	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1206	Harper			Lewis	111-22-3338	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1223	Anthony			Lopez	111-22-3355	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1209	Abigail		A	Martinez	111-22-3341	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1222	Muhammad			May	111-22-3354	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1207	Aria			Miller	111-22-3339	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1213	Ethan			Money	111-22-3345	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1227	Camila		C	Morrow	111-22-3359	A
Joanna Unicorns and Dreams Inc.	HOURLY EE	1237	Diana			Prince	123-45-6789	A



You're now viewing the employee's "Salary" screen.  
Click "Add New" in the blue menu in the middle of the screen



**Important Note:** It's always recommended to add a new pay rate versus changing an existing pay rate. When adding a new record, the existing salary record will be available to view at any time. This will create a history of changes being made to an employee's salary.

*The Edit function should only be used if a field is incorrect and you need to update it properly. If the current record is edited, the Employee Salary screen will no longer display the information that previously existed.*

For the **Record Type**, the options are:

- Current Change for salary changes with the next pay period
- Future Change if the salary change is in a future pay period. Adding the effective date will activate the change with the future pay period

### Effective Date

When adding a new hire in the system, the hire date will default as the effective date.

For an existing employee, if the effective date is after the pay period end date, the employee will not be paid the new rate.

For employees with multiple salary records due to rate changes, the effective date will be used to determine which rate should be used. Again, this will be based on the current payroll beginning and end dates.



You are able to add a **Change Reason**, although this is optional

## Pay Type

Below are the most common Pay Types available:

- Hourly: Requires hours/dollars to be entered during time entry for the employee to get paid
- Salary: The employee will automatically be paid when a regular payroll is being processed with the amount entered in Per Pay Salary

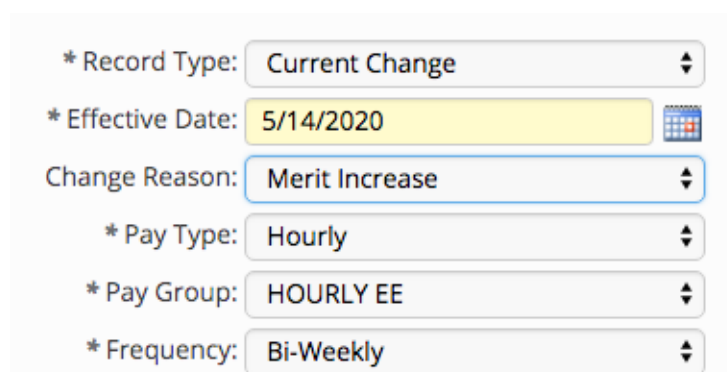
Note: Salary employees will only be paid if the **Effective Date** is within the Pay Period

## Pay Group

An account may have one or multiple pay groups. The pay group selected will determine on which payroll schedule the employee will be paid, such as weekly or semimonthly. When making changes to an employee, the pay group will default to the employee's current pay group, but can be changed at any time.

## Frequency

The frequency will default to the payroll frequency associated with the pay group.



\* Record Type: Current Change

\* Effective Date: 5/14/2020

Change Reason: Merit Increase

\* Pay Type: Hourly

\* Pay Group: HOURLY EE

\* Frequency: Bi-Weekly

## Normal Hours

The Normal Hours field will default based on the frequency selected, and can be changed if necessary.

You'll most likely be entering an annual salary, or an hourly rate. Only add one of the categories and the system will calculate the others.

Percent Increase:	<input type="text"/>
Annual Salary:	<input type="text" value="31200.00"/>
Per Pay Salary:	<input type="text" value="1200.00"/>
Hourly Rate:	<input type="text" value="15.0000"/>

### Annual Salary

By entering the Annual Salary amount in this field, the Per Pay Salary and Hourly Rate will automatically populate based on the annual salary amount entered.

### Hourly Rate

By entering the Hourly Rate amount in this field, the Annual Salary and Per Pay Salary will automatically populate based on the hourly rate amount entered.

#### Notes

This field is optional but can be used for any notes applicable to the employee rate change.

### Create "Change in Normal Hours" Life Event Record

One of the many life events is Change in Normal Hours, and this change may trigger an employee to be eligible to enroll for benefits. When this box is checked, the life event record will automatically be created and may cause the employee to become eligible to enroll in a benefit plan. For example, if an employee was only working 20 hours a week and now they are working 40 hours a week, they may now be eligible for benefit plans.



Once you click on Save, a new record will be added at the top of the screen.