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Update/Add New Employee Pay Rate





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Update/Add New Employee Pay Rate



From your company dashboard, navigate to the employee list by clicking on the 4th blue box in the top right of the page.

You can also navigate to an employee from the 'Employee' option in the left sidebar. Once expanded, click the name of the appropriate employee.





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CURRENT PAYROLL

Check Date: July 27, 2018
Select

[View Preprocess Register](#)

Start Payroll — Enter Wages — Submit Payroll

QUICK LINKS

- Time Management
- Benefits
- SecureView
- HR Answers
- Hire and Onboarding

PAYROLL TRENDS

View: 3 Months
Start Date: [] End Date: []

Payroll Trend

Check Date	Total Payroll Cost
3/23	\$30,000
3/31	\$30,000
4/8	\$25,000
4/16	\$35,000
4/24	\$100,000
5/2	\$210,000
5/10	\$30,000
5/18	\$25,000
5/26	\$25,000
6/3	\$25,000
6/11	\$25,000
6/19	\$80,000

Save as PDF




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From the employee list, select the employee that needs updating by click on their name.

If you chose the employee from the left sidebar, skip this step.





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01	Michael	ROBINSON	CEO
02	Michael	Robinson Jr.	Location Manager
03	Edna	Clerk	Sales Rep
04	Steven	Judge	Lead Instructor
05	Sarah	Scriber	Stockroom Support
06	Anna	Court	Cashiers
07	Paul	Lawman	Sales Rep
08	Brenda	Gavel	Lead Instructor
09	Donald	Witness	Customer Service Rep
10	Mary	Ruling	Cashier

◀ 1 2 ▶▶ 10 items per page





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You are taken to the employee's snapshot.

To locate their deductions, hover over the **“Payroll Setup”** tab in the top middle of the page so that a drop down appears.





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Robinson, Michael
ID# 01
CEO

Address
564 Green Dr
Huntersville NC 28078

Birth Date
11/07/1960

Employee Status
Active

Hire Date
07/10/2017

Term Date
N/A

Pay Rate	Annual	00 / Biweekly)
Accruals	40.00	
Direct Deposit	Account	
Deductions	125 H	

Dependents

Fringe

Labor Allocation

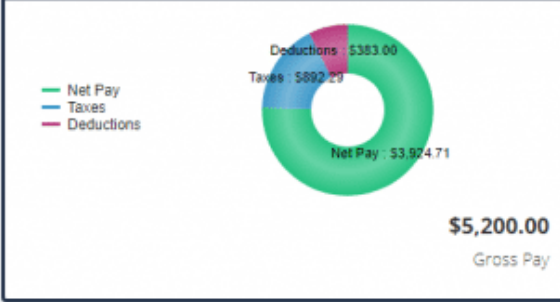
Pay Rates

Tax Details

Tax Forms/I-9 Details

Where's Miscellaneous

LAST PAYCHECK
Friday July 13, 2018



Net Pay	\$3,924.71
Taxes	\$892.29
Deductions	\$383.00
Gross Pay	\$5,200.00

TAX INFORMATION

Tax Form:	W2
Federal Taxes:	Filing Status: Married Exemptions: 2
State Taxes:	North Carolina SITW North Carolina SUI NC State Reserve Tax

From the drop down select the second option for **Pay Rates**.

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To add a new pay rate, click on the “**Add New Pay Rate**” button in the top left corner of the table.

To update a current rate, click the “**View/Edit**” button next to the rate that needs updated.

Note: if an employee is receiving a raise, it is best practice to end date their current rate and add a new entry for the new rate.





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Employee Rate

Rate Code *

Start Date *

End Date *

Salary Per Period

Rate

Rate Per

Pay Grade

Job Code

Shift

Department

Location

Salary Range Details

Annual Salary \$0.00

Grade Minimum \$0.00

Grade Midpoint \$0.00

Grade Maximum \$0.00

% of Midpoint 0.00

% of Maximum 0.00

Save and Close

Save and Recalculate

Cancel

A. Select whether the new rate is a base rate or another rate from the **Rate Code** drop down.



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D. In the **Rate** field enter the amount of the employee's new rate.

E. In the **Rate Per** drop down select whether the rate is per hour, day, piece, year, etc.

F. If the rate you are adding is for a specific job code, select that code from the **Job Code** drop down.

G. If the rate related to a certain shift, select the appropriate option from the **Shift** drop down.

H. If the rate is only applicable when the employee is in a certain department or location, choose the correct value from those drop down fields.

I. After entering all information and reviewing for accuracy, click **Save and Close**.

The new rate is now visible in the employee's rate table.





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- A. Click on the “**View/Edit**” button on the far right of the line item.
- B. A pop up appears with the rates current information.
- C. Edit the appropriate fields and click **Save and Close**.

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