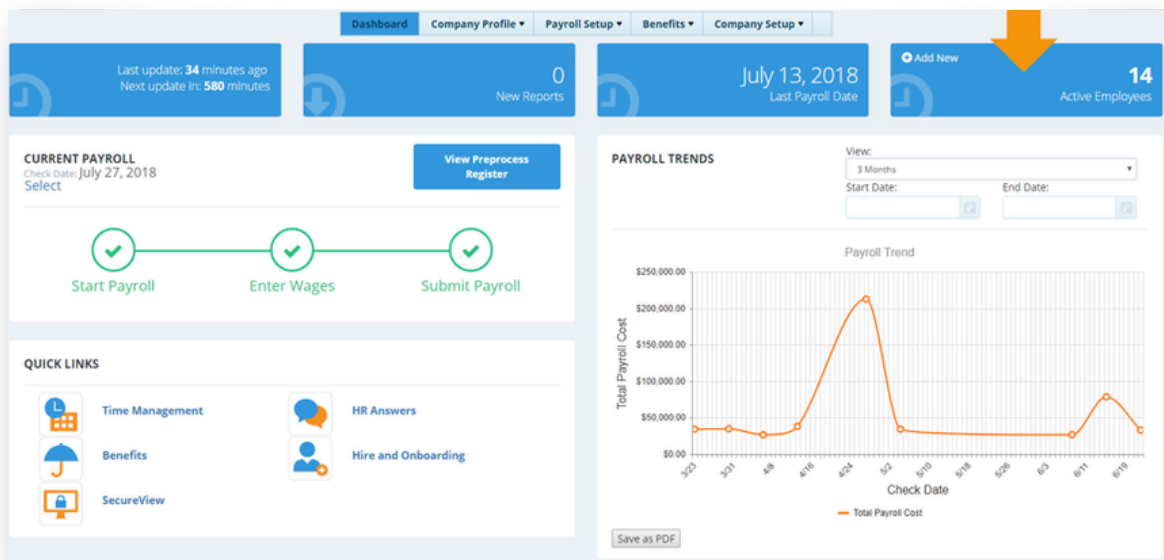# UPDATE/ADD NEW EMPLOYEE PAY RATE

1

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.

2

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.*

Employee ID	First Name	Last Name	Title
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

3

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.

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

4

- 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.

5

When you click the **"Add New Pay Rate"** button, a pop up appears.

- Select whether the new rate is a base rate or another rate from the **"Rate Code"** drop down.
- In the **"Start Date"** field, enter the date the new rate is effective.
- If the rate is to remain active, leave the **"End Date"** as 12/31/2100.
- In the **"Rate"** field enter the amount of the employee's new rate.
- In the **"Rate Per"** drop down select whether the rate is per hour, day, piece, year, etc.

- If the rate you are adding is for a specific job code, select that code from the **"Job Code"** drop down.
- If the rate related to a certain shift, select the appropriate option from the **"Shift"** drop down.
- 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.
- After entering all information and reviewing for accuracy, click **"Save and Close."**

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

6

To edit an existing rate:

1. Click on the **"View/Edit"** button on the far right of the line item.
2. A pop up appears with the rates current information.
3. Edit the appropriate fields and click **"Save and Close."**

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