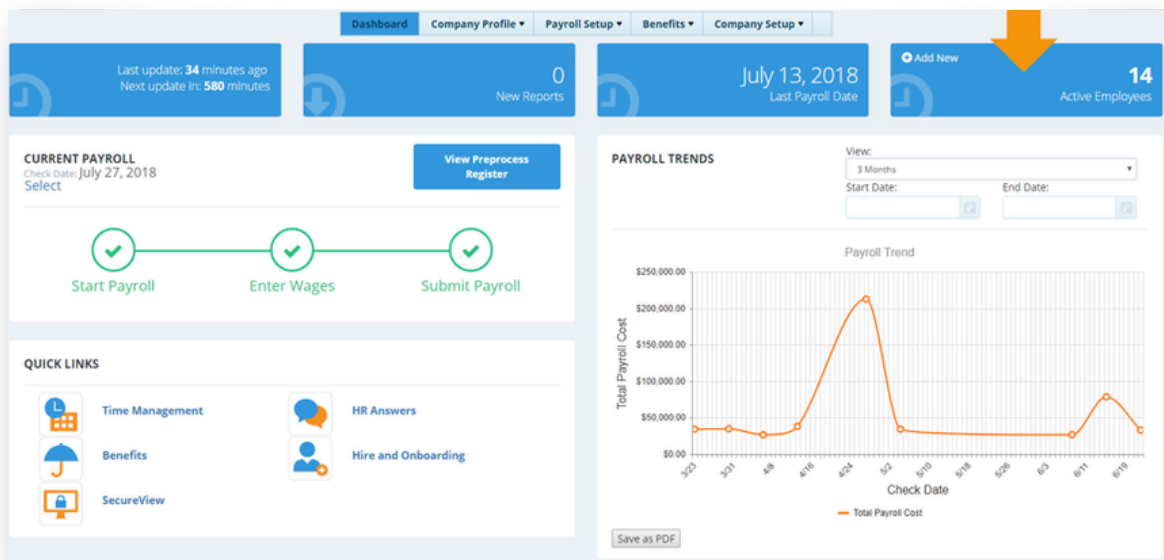


UPDATE/ADD NEW EMPLOYEE PAY RATE

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.



The screenshot shows the Payentry dashboard with the following elements:

- Navigation tabs: Dashboard, Company Profile, Payroll Setup, Benefits, Company Setup.
- Top right: 'Add New' button (highlighted with an orange arrow), '14 Active Employees'.
- Current Payroll: Check Date: July 27, 2018. Progress: Start Payroll (checked), Enter Wages (checked), Submit Payroll (checked). Button: View Preprocess Register.
- Payroll Trends: Line graph showing Total Payroll Cost over time. View: 3 Months. Start Date: [calendar icon], End Date: [calendar icon].
- Quick Links: Time Management, HR Answers, Benefits, Hire and Onboarding, SecureView.

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

10 items per page

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."**

The screenshot displays the 'Employee Profile' page for Michael Robinson, CEO. The 'Payroll Setup' tab is selected, and a dropdown menu is open, showing options like 'Auto Pays', 'Deductions', 'Direct Deposit', 'Dependents', 'Fringe', 'Labor Allocation', 'Pay Rates', 'Tax Details', 'Tax Forms/9-9 Details', and 'Where's Miscellaneous'. The 'Pay Rates' option is highlighted. Below the dropdown, the 'PAYROLL DETAILS' table shows: Pay Rate (Annual), Accruals (40.00), Direct Deposit (Account), and Deductions (125 H). The 'LAST PAYCHECK' section for Friday, July 13, 2018, shows a donut chart with Gross Pay of \$5,200.00, Taxes of \$489.77, and Deductions of \$383.00, resulting in a Net Pay of \$3,924.71. The 'TAX INFORMATION' section shows Tax Form W2, Filing Status: Married, Exemptions: 2, and State Taxes: North Carolina SITW, North Carolina SUI, and NC State Reserve Tax.

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.”**

Employee Rate

Rate Code * Base - Base Rate ▾

Start Date * 7/27/2018 📅

End Date * 12/31/2100 📅

Salary Per Period 0.00

Rate 0.000000

Rate Per ▾

Pay Grade ▾

Job Code ▾

Shift ▾

Department N/A ▾

Location N/A ▾

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

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.”**