



## Employee Pay Rate Change

1. From your home screen select the desired employee's name under MY Employees. (click on the underlined name)

### My Employees

Employee Name  
Bell, Tinker  
Bert, Ernie  
Blount, Dave  
BonJovi, Jon  
Bowie, Buck  
Bowie, Buck  
Bowie, Samantha

2. Double check the employee name and select the tab that says "Pay"

HR / Change / Employee Details Company: (1111) DEMO COMPANY

Donald Duck Name | Personal | Address | Work | **Pay** | Tax | Deposit

Employee

---

**Name & Contact**

Last Name	<input type="text" value="DUCK"/>	Work Phone	<input type="text"/>
First Name	<input type="text" value="DONALD"/>	Work Email	<input type="text"/>
Middle Name	<input type="text"/>	EP Username	focus451
Nickname	<input type="text"/>		

3. The pay screen will pop up. To edit the Regular pay, Select Pay Rate Change .

Company: (1111) DEMO COMPANY ?

Address | Work | **Pay** | Tax | Deposit | Skills & Education | Property | Other

---

Rate Effective Date	12/01/2020	<a href="#">Pay Rate Change</a>
Annual Pay Rate	52,000.00	
Monthly Pay Rate	4,333.33	
Semi-Monthly Pay Rate	2,166.67	
Bi-Weekly Pay Rate	2,000.00	
Weekly Pay Rate	1,000.00	
Hourly Rate	25.0000	

4. The Pay Rate screen will pop up.

HR / Action / Pay Rate Change Company: (1

**Pay Rate Change**

Employee: C09580 DUCK DONALD

Current Employment Status: ACT  
 Current Employment Type: FT  
 Current Pay Period: Weekly  
 Current Pay Rate: 52,000.0000 Per Year  
 Current Annualized Pay: 52,000.00

New Pay Rate:  Per -- Select Period --  
 New Standard Hours:  Per -- Select Period --  
 New Annualized Pay:   
 Auto Pay Time Card:   
 New Auto Time Card Hours:   
 Effective Date:   
 Reason: -- Select --

5. Fill in the correct fields. New Pay Rate is the dollar amount. Make sure that under Per, you select Hour, Weekly, Salary, etc. (whichever one is correct) The Standard is based on the Pay week. Bi Weekly 80 hrs, Weekly 40, Semi Monthly, etc. This will automatically fill in according to the payroll that is ran with the account. Select the Effective Date and Reason, Hit Save. To exit and return to Employee screen, hit Close.

HR / Action / Pay Rate Change Company: (1111) DE

**Pay Rate Change**

Employee: C09580 DUCK DONALD

Current Employment Status: ACT  
 Current Employment Type: FT  
 Current Pay Period: Weekly  
 Current Pay Rate: 52,000.0000 Per Year  
 Current Annualized Pay: 52,000.00

New Pay Rate:  Per Hour  
 New Standard Hours:  Per Week  
 New Annualized Pay: 520.00  
 Auto Pay Time Card:   
 New Auto Time Card Hours:   
 Effective Date:   
 Reason:

Aug 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6. Make sure to hit save and the screen will return you to the Search Employee Screen.
7. You can now also search for another employee from this screen. Start writing the employees name and suggestions will show up. Or you can always select the Employee Underlined word and an Employee list will pop up.

Employee Search Results for Active Employees

	Employee ID	First Name	Last Name	Position	Status	Type	Pay Group
1	N55167	Tinker	Bell	ADMIN NON EXEMPT	FCOVID19	TEMFT	WEEKLY
2	A05389	Ernie	Bert	ADMIN NON EXEMPT	FCOVID19	TEMP	WEEKLY
3	P56139	Thomas	Biju	MANAGER	INACT	FT	WEEKLY
4	S57221	Dave	Blount	ADMIN EXEMPT	ACT	FT	WEEKLY
5	Y72434	Jon	BonJovi	PERMEE	ACT	PT	WEEKLY
6	A49477	Buck	Bowie	ADMIN EXEMPT	ACT	FT	WEEKLY
7	W49473	Buck	Bowie	ADMIN NON EXEMPT	ACT	FT	WEEKLY
8	K48599	Samantha	Bowie	ADMIN EXEMPT	ACT	FT	WEEKLY
9	Z68209	Hook	Captain	ADMIN EXEMPT	ACT	FT	WEEKLY
10	Z02652	Johnny	Depp	MANAGER	ACT	FT	WEEKLY
11	M68198	Suess	Doctor	ADMIN NON EXEMPT	ACT	PT	WEEKLY
12	G54499	Johnny	Doe	MANAGER	ACT	PT	WEEKLY
13	V87539	pluto	doggy	OWNER	ACT	FT	BI
14	C10156	Daisy	Duck	ADMIN NON EXEMPT	ACT	FT	WEEKLY
15	C09580	DONALD	DUCK	ADMIN NON EXEMPT	ACT	FT	WEEKLY
16	B48243	Princess	Elsa	ADMIN EXEMPT	ACT	FT	WEEKLY
17	X46391	Sample	Employee	ADMIN NON EXEMPT	ACT	FT	WEEKLY
18	W05097	Monica	Geller	ADMIN EXEMPT	ACT	FT	WEEKLY
19	I05085	Rachel	Green	ADMIN NON EXEMPT	ACT	FT	WEEKLY

Select Row

Page 1 of 3

Select Page

Refine Search

Employee ID

First Name

Last Name