

Question: One of my employees worked several jobs, each with a different rate. How do I pay him using different hourly rates?

Hit the + sign next to the applicable employee. Another line will drop down with an asterisk. The asterisk corresponds to the employee's name. Fill in the hours per job in as many lines as you need.

PayChoice
PAYROLL | EMPLOYEE SERVICES | FRONT ROW REPORTS | PAY VIEW | SETTINGS

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

DATA ENTRY HAS BEEN SAVED.

Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

| Override | Emp # | Name | SALARY | REGULAR HOURS | OVERTIME HOURS | Base Rates | VACATION HOURS | SICK HOURS | OTHER \$\$\$ | MILEAGE | COMMISSION | EXPENSE REIMBURSE | DEPARTM EIALLOCAT |
|--------------------------|-------|------------------|-----------|---------------|----------------|------------|----------------|------------|--------------|---------|------------|-------------------|-------------------|
| <input type="checkbox"/> | 1 9 | CONTACT, IMA | 10,000.00 | | | | | | | | | | ADMINIS |
| <input type="checkbox"/> | 1 4 | GOSPEL, JOHN | | | | | | | | | | | SALES |
| | | | * | | | | | | | | | | |
| <input type="checkbox"/> | 1 3 | GOSPEL, LUKE | | | | | | | | | | | ADMINIS |
| <input type="checkbox"/> | 1 2 | GOSPEL, MARK | 1,000.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 1 | GOSPEL, MATTHEW | 1,500.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 6 | HARRISON, GEORGE | 1,000.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 8 | LENNON, JOHN | 1,500.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 5 | MCCARTNEY, PAUL | | | | | | | | | | | ADMINIS |
| <input type="checkbox"/> | 1 10 | Nardo, Leo | | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 12 | Ngelo, Michael A | 7,500.00 | | | | | | | | | | SALES |

Hit the blank space in the base rate column. A drop down arrow will appear. Hit the arrow and select the rate that corresponds to the hours. You can also manually type in the rate.

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| Override | Emp # | Name | SALARY | REGULAR HOURS | OVERTIME HOURS | Base Rates | VACATION HOURS | SICK HOURS | OTHER \$\$\$ | MILEAGE | COMMISSION | EXPENSE REIMBURSE | DEPARTM EIALLOCAT |
|--------------------------|-------|------------------|-----------|---------------|----------------|------------|----------------|------------|--------------|---------|------------|-------------------|-------------------|
| <input type="checkbox"/> | 1 9 | CONTACT, IMA | 10,000.00 | | | | | | | | | | ADMINIS |
| <input type="checkbox"/> | 1 4 | GOSPEL, JOHN | | 10.00 | | | | | | | | | SALES |
| | | | | 70.00 | | | | | | | | | |
| | | | * | | | | | | | | | | |
| <input type="checkbox"/> | 1 3 | GOSPEL, LUKE | | | | | | | | | | | ADMINIS |
| <input type="checkbox"/> | 1 2 | GOSPEL, MARK | 1,000.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 1 | GOSPEL, MATTHEW | 1,500.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 6 | HARRISON, GEORGE | 1,000.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 8 | LENNON, JOHN | 1,500.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 5 | MCCARTNEY, PAUL | | | | | | | | | | | ADMINIS |
| <input type="checkbox"/> | 1 10 | Nardo, Leo | | | | | | | | | | | SALES |
| <input type="checkbox"/> | 1 12 | Ngelo, Michael A | 7,500.00 | | | | | | | | | | SALES |