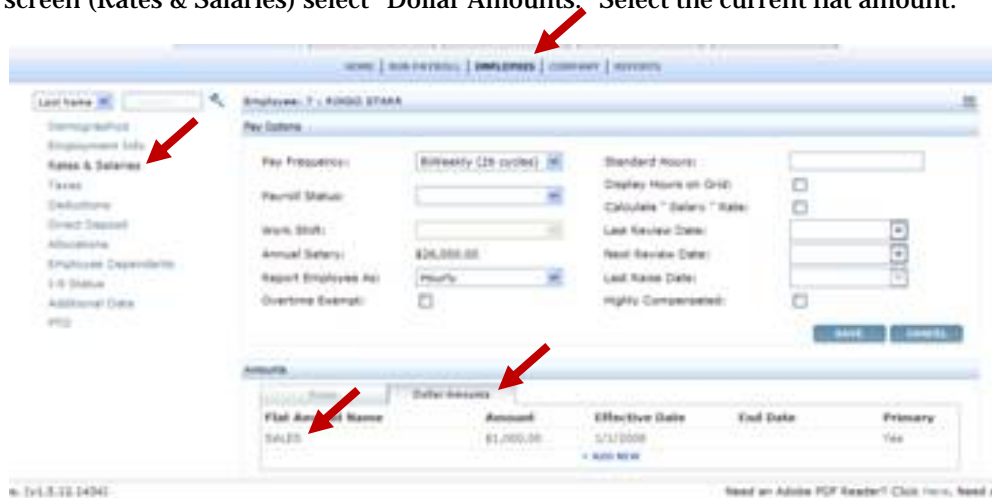


## Question: How do I change someone's salary?

We recommend changing the salary before starting the payroll – then the new rate will show up on the pay grid. If you change the salary while the pay grid is open, you will have to manually type in the new salary on the pay grid.

On the employee's screen (Rates & Salaries) select "Dollar Amounts." Select the current flat amount.



The rate screen will appear. Select the rate again - just click anywhere on the line.



Input an end date and hit save. Make sure the end date is within the pay period. Once it says Successful! and brings you back to the previous screen, select "Add New."



The system will bring up the day after the end date of the previous salary (flat rate). As long as it is still within the pay period simply put in the new amount and hit save.



Effective Date  
5/11/2009

Dollar Amount Value

Amount:

Effective Date: 5/11/2009

End Date:

SAVE CANCEL