

Question: How do I make a new hourly rate?

You can add a new hourly rate before entering the pay grid or while the pay grid is open. See below for both ways to access the employee's rates and salaries.

Outside pay grid

If you wish to make the change before starting the payroll, simply go to "Employees" and select the employee. Now select "Rates & Salaries" in the left menu.

WELCOME: ADMIN
MY PROFILE

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

HOME | RUN PAYROLL | **EMPLOYEES** | COMPANY | REPORTS

Select an Employee

Last Name: Employee Number: Status:

Emp #	First Name	Middle Name	Last Name ▲	Status
9	IMA		CONTACT	Active
1	MATTHEW		GOSPEL	Active
2	MARK		GOSPEL	Active
3	LUKE		GOSPEL	Active
4	JOHN		GOSPEL	Active
6	GEORGE		HARRISON	Active
8	JOHN		LENNON	Active

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

HOME | RUN PAYROLL | **EMPLOYEES** | COMPANY | REPORTS

Last Name

Employee: 4 : JOHN GOSPEL

Employee Demographics

Demographics
Employment Info
Rates & Salaries
Taxes
Deductions
Direct Deposit
Allocations
Employee Dependents
I-9 Status
Additional Data
PTO

First Name: Birthdate:

Middle Name: Ethnicity:

Last Name: EEOC:

Social Security #: Actual Marital Status:

Gender: Veteran Status:

Type	Address1	Address2	City	State	Zip	+4
Home Address	888 ARCHANGEL WAY		HOLY CITY	MD	21111	

Radcliffe

PAYROLL SERVICES
Certified Payroll Professionals

In pay grid

If you wish to make the change while in the pay grid, select the employee's name. Now select "Rates & Salaries." It will be on the top menu.

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

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

Check Date: 5/22/2009 for Pay Period: 5/3/2009 to 5/16/2009

Paygrid Check Date: 5/22/2009

Save Calculate Add Emp to Grid Add Add'l Check Add Column Search Print

Override	Emp #	Name	SALARY	REGULAR HOURS	OVERTIME HOURS	Base Rates	VACATION HOURS	SICK HOURS	OTHER \$\$\$
<input type="checkbox"/>	no	1 9	CONTACT, IMA	10,000.00					
<input type="checkbox"/>	no	1 4	GOSPEL, JOHN						
<input type="checkbox"/>	no	1 3	GOSPEL, LUKE						
<input type="checkbox"/>	no	1 2	GOSPEL, MARK	1,000.00					
<input type="checkbox"/>	no	1 1	GOSPEL, MATTHEW	1,500.00					
<input type="checkbox"/>	no	1 6	HARRISON, GEORGE						
<input type="checkbox"/>	no	1 8	LENNON, JOHN	1,500.00					
<input type="checkbox"/>	no	1 5	MCCARTNEY, PAUL						
<input type="checkbox"/>	no	1 10	Nardo, Leo						
<input type="checkbox"/>	yes	1 7	STARR, RINGO	1,000.00					

WELCOME: KATHYRN | MY PROFILE |

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

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

DATA ENTRY HAS BEEN SAVED.

Check Date: 5/22/2009 for Pay Period: 5/3/2009 to 5/16/2009

Paygrid Check Date: 5/22/2009 | 4 : GOSPEL, JOHN

Demographics | Employment | Rates & Salaries | Taxes | Deductions | Direct Deposit | Allocations

HELP

Pay Options

Pay Frequency: BiWeekly (26 cycles) Standard Hours: []

Payroll Status: [] Display Hours on Grid:

Work Shift: [] Calculate " Salary " Rate:

Annual Salary: \$520.00 Last Review Date: []

Report Employee As: Hourly Next Review Date: []

Overtime Exempt: Last Raise Date: []

Highly Compensated:

SAVE CANCEL

Amounts

Rate Name	Amount	Effective Date	End Date	Primary
SALES	\$ 20.00	5/7/2008		Yes

+ ADD NEW

Regardless of how you accessed the employee's information, you can make the following rate change using the following instructions. Select "Add New."

Check Date: 5/22/2009 for Pay Period: 5/3/2009 to 5/16/2009

Paygrid Check Date: 5/22/2009 4 : GOSPEL, JOHN

Demographics Employment Rates & Salaries Taxes Deductions Direct Deposit Allocations

Pay Options

Pay Frequency: BiWeekly (26 cycles) Standard Hours:

Payroll Status: Display Hours on Grid:

Work Shift: Calculate " Salary " Rate:

Annual Salary: \$520.00 Last Review Date:

Report Employee As: Hourly Next Review Date:

Overtime Exempt: Last Raise Date:

Highly Compensated:

SAVE CANCEL

Amounts

Rate Name	Amount	Effective Date	End Date	Primary
SALES	\$ 20.00	5/7/2008		Yes

+ ADD NEW

Select "Base Rate" as type. Mark the "Primary" box. In this example it is the primary rate, but this will not always be true. Only select primary if it is the primary rate. If you wish, type in a rate name. Select "Add New."

Check Date: 5/22/2009 for Pay Period: 5/3/2009 to 5/16/2009

Paygrid Check Date: 5/22/2009 4 : GOSPEL, JOHN

Rate Settings

Type: Base Rate

Primary:

Common Rate Name: (None)

Rate Name: Rate

Rate Values Earnings

No Rate Value Amounts Available + ADD NEW

SAVE CANCEL

Remember the effective date must fall within the pay period. In this example it will be 5/3/09, the start of the period. Enter the new employee amount. You can choose to end it at a future date, if you wish, although it is not necessary. Hit Save.

Base Rate

Rate Value Details

Standard Rate: Not Applicable Override

Employee Amount:

Effective Date: 5/20/2009

End Date:

SAVE CANCEL

Note: If you need both rates to be effective for the pay period, just make sure the effective end and start dates are within the pay period. In the “Base Rates” column in the pay grid you will be able to choose the pay rate that corresponds with the hours.