

Question: How do I change an employee's hourly rate?

You can change the 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.

Navigation: 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

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Last Name: Search: 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 **RATES & SALARIES** 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.

Click anywhere on the line of the rate you wish to change. In this example, the rate is "Sales."

Welcome: KALMYN J. L.
MY PROFILE |

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

DATA ENTRY HAS BEEN SAVED.

REPORTS | ADD NOTE 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

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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

The Rate Settings window will appear. Click again on the rate.

MY PROFILE |

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

DATA ENTRY HAS BEEN SAVED.

REPORTS | ADD NOTE 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

Rate Settings

Type: Base Rate

Primary:

Common Rate Name: SALES

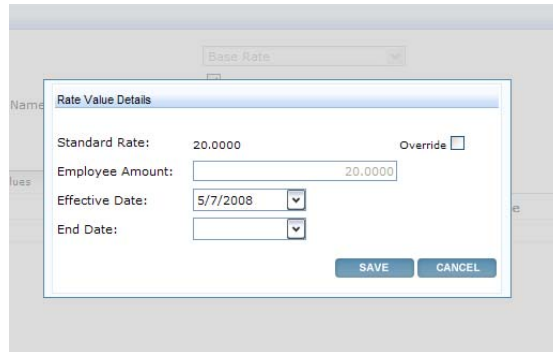
Rate Name: SALES

Rate Values

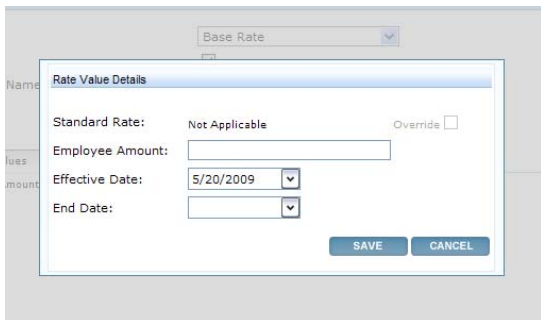
Amount	Standard Amount	Effective Date	End Date
\$20.00	\$20.00	5/7/2008	

+ ADD NEW

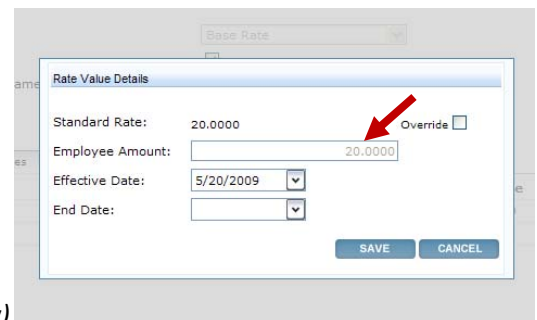
You must now end the old rate. Remember that dates must fall within a pay period, so if you want to end the date for this particular payroll, end the rate by the period end date (5/16/09 in this example). You can end the rate for a future payroll – just pay attention to the period end dates. In this example the end date is 5/02/09, the end date of the previous payroll. Hit Save.



You are now back at the Rate Settings screen. Select “Add New.”



(see note if amount is gray)



Input the new employee amount and make sure the effective date is within the pay period. Hit Save.

Note: If you are changing the common rate – the employee is now making more than the amount for the common rate - you must select the override box first. Once you select the box then you can input the employee amount (previously it was grayed out).

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.

Note: If you want to set up a new earnings code please call your payroll representative.