

Question: I set up a new rate for an employee, but when I check the pre-commit register, the rate will not calculate. What happened?

Check the new rate that you set up – at some point an earnings code is associated with the rate, so it will not calculate unless the correct earnings code is used. See below for both ways to access the employee’s rates and salaries and then how to uncheck the earnings code.

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.

The screenshot shows the Radcliffe Payroll Services web application interface. At the top, there are navigation tabs: PAYROLL, EMPLOYEE SERVICES, FRONT ROW REPORTS, PAY VIEW, and SETTINGS. Below these is a breadcrumb trail: HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS. The main content area is titled 'Select an Employee' and contains a search form with fields for Last Name, Employee Number, and Status, along with a SEARCH button. Below the search form is a table of employees:

| 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 |

Below the table, there is a search bar for 'Employee: 4 : JOHN GOSPEL'. To the left of the main content area is a sidebar menu with the following items: Demographics, Employment Info, Rates & Salaries, Taxes, Deductions, Direct Deposit, Allocations, Employee Dependents, I-9 Status, Additional Data, and PTO. The 'Rates & Salaries' item is highlighted with a red arrow. The main content area shows the 'Employee Demographics' form for JOHN GOSPEL, with fields for First Name, Middle Name, Last Name, Social Security #, Gender, Birthdate, Ethnicity, EEOC, Actual Marital Status, and Veteran Status. Below the form is an address table:

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

At the bottom of the form are buttons for SAVE and CANCEL.

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: KATHY | 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 adjustment using the following instructions. Select the rate that you are having difficulty calculating.

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

Now select the "Earnings" tab. You will find that an earnings code has been checked. Uncheck it. You can now go back to the pay grid and calculate again.

Check Date: 7/3/2009 for Pay Period: 6/14/2009 to 6/27/2009

Paygrid Check Date: 7/3/2009 4 : GOSPEL, JOHN

Demographics Employment Rates & Salaries Taxes Deductions Direct Deposit Allocations

Rate Settings

Type: Base Rate

Primary:

Common Rate Name: SALES

Rate Name: SALES

Earnings

| Use | Earning Code | Name | Description |
|-------------------------------------|--------------|---------|---------------------|
| <input checked="" type="checkbox"/> | 01 | REGULAR | REGULAR EARNINGS |
| <input type="checkbox"/> | 02 | O/TIME | OVERTIME EARNINGS |
| <input type="checkbox"/> | 03 | VACTION | VACATION EARNINGS |
| <input type="checkbox"/> | 04 | SICK | SICK EARNINGS |
| <input type="checkbox"/> | 05 | HOLIDAY | HOLIDAY EARNINGS |
| <input type="checkbox"/> | 07 | SALARY | SALARY EARNINGS |
| <input type="checkbox"/> | 08 | OTHER | OTHER EARNINGS |
| <input type="checkbox"/> | 14 | COMM 1 | COMMISSION EARNINGS |