



WORKFORCE ONE

Changing Pay Rates

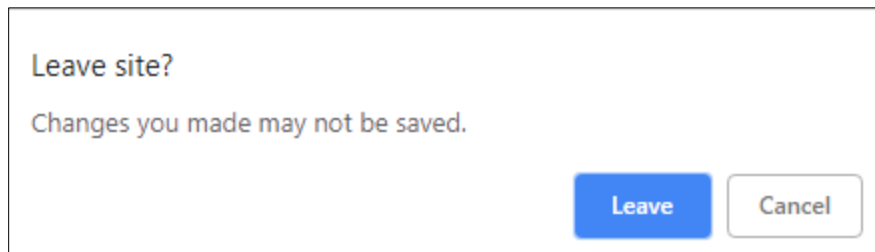
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Introduction

This document is intended as a comprehensive resource for the payroll section of the system. Some things you should note about this document:

- Any time you see an item marked in **bold** it means it is a button or option to select.
- Tables below large screen shots are there to describe the various options in the screen shot above (which normally have a bold rectangle around them).
- Anything in *italics* is the name of the window you are viewing.
- If you ever see this popup below, it means you have not saved your work. Select cancel, save your work, and then you won't get that popup and can continue through the system.

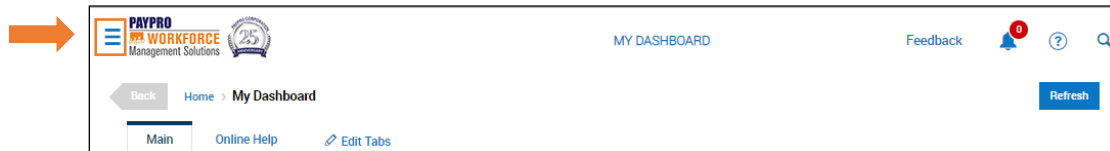


Changing Pay Rates

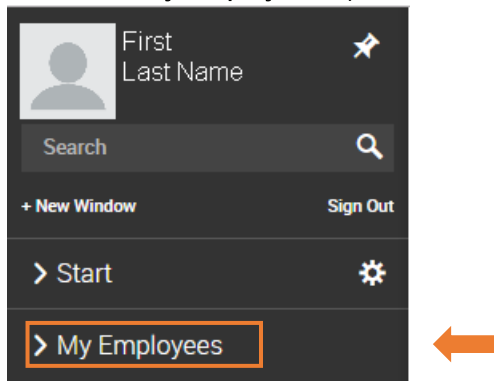
We will give you two examples of updating compensation—one for hourly and one for salary. Our first example is hourly.

Example: Updating an Hourly Employee

1. Select the **Hamburger Menu** (highlighted below).

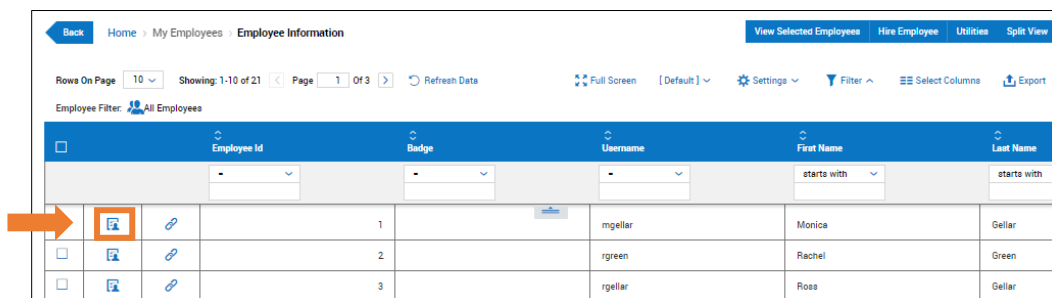


2. Select the **My Employees** option.



The menu expands.


3. Select **Employee Information** under My Employees.



The screenshot shows the 'Employee Information' pane. At the top, there is a breadcrumb trail: 'Back > Home > My Employees > Employee Information'. To the right of the breadcrumb are several utility buttons: 'View Selected Employees', 'Hire Employee', 'Utilities', and 'Split View'. Below the breadcrumb, there are controls for 'Rows On Page' (set to 10), 'Showing: 1-10 of 21', 'Page 1 of 3', 'Refresh Data', 'Full Screen', 'Settings', 'Filter', 'Select Columns', and 'Export'. An 'Employee Filter' is set to 'All Employees'. The main content is a table with the following columns: Employee Id, Badge, Username, First Name, and Last Name. The first row of the table is highlighted with an orange arrow.

Employee Id	Badge	Username	First Name	Last Name
1		mgellar	Monica	Gellar
2		rgreen	Rachel	Green
3		rgellar	Rosa	Gellar

Employee Information Pane

4. Select the  icon to select the employee's payroll information.
5. From the **Payroll Tab**, find the Base Compensation pane.

The Base Compensation Pane, below, shows the employee's current hourly pay, hours they are expected to work, how often the person is paid, and the effective date of their salary. To change their payrate you do not edit their current pay, you add another row. This provides an audit trail of their pay from their hire date and going forward.


Base Compensation

CURRENT COMPENSATION

	Amount \$	Hours
Annual	27,040.00	2080.00
Pay Period	520.00	40.00
Hourly	13.00	

AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	AUTOPAY AMOUNT EARNING	AUTOPAY TYPE	EFFECTIVE FROM
13.00	Hour	40.00	Week	52	27,040.00		Hours	12/31/1900

Base Compensation Pane

6. Scroll to the right and select the  icon to add a new row.

Base Compensation

CURRENT COMPENSATION

	Amount \$	Hours
Annual	27,040.00	2080.00
Pay Period	520.00	40.00
Hourly	13.00	

AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	AUTOPAY AMOUNT EARNING	AUTOPAY TYPE	EFFECTIVE FROM
13.00	Hour	40.00	Week	52	27,040.00		Hours	12/31/1900

Notice the new row pre-populates with the current data. For our example we will give the employee a raise to \$14.50 an hour with a weekly pay frequency.

CURRENT COMPENSATION

	Amount \$	Hours
Annual	27,040.00	2080.00
Pay Period	520.00	40.00
Hourly	13.00	

AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	%CHG	AUTOPAY AMOUNT EARNING	AUTOPAY TYPE	EFFECTIVE FROM
X	14.50	Hour	40.00	Week	52	27,040.00		Hours	01/01/2019
	13.00	Hour	40.00	Week	52	27,040.00		Hours	12/31/1900

7. Type in the **AMOUNT** box the new hourly rate to 14.50/hour.

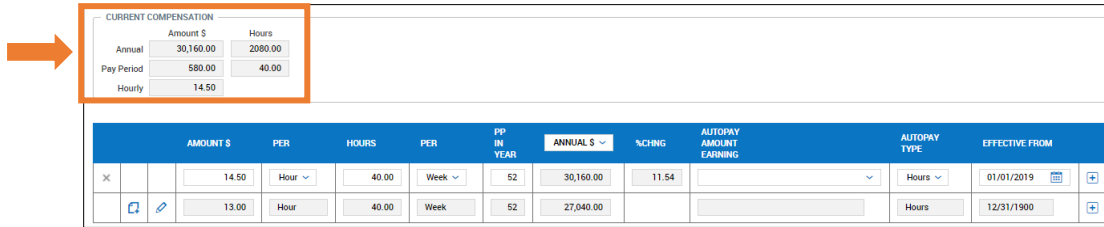
8. Select the following options: Per Hour, Pay Period of Weekly, 52 weeks in a year, and the effective date of the new pay (let's choose 01/01/2019).

CURRENT COMPENSATION

	Amount \$	Hours
Annual	30,160.00	2080.00
Pay Period	580.00	40.00
Hourly	14.50	

AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	%CHG	AUTOPAY AMOUNT EARNING	AUTOPAY TYPE	EFFECTIVE FROM
X	14.50	Hour	40.00	Week	52	30,160.00	11.54	Hours	01/01/2019
	13.00	Hour	40.00	Week	52	27,040.00		Hours	12/31/1900

If the change is immediate, the updated information will appear in the Current Compensation area as highlighted in the screen shot below. If the effective date is set to a future date the Base Compensation area will not reflect the new compensation until that date has been reached.

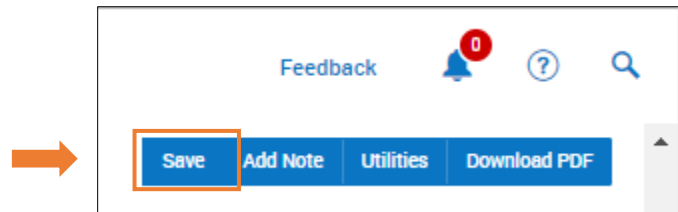


CURRENT COMPENSATION	
Amount \$	Hours
Annual 30,160.00	2080.00
Pay Period 580.00	40.00
Hourly 14.50	

	AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	%CHNG	AUTOPAY AMOUNT EARNING	AUTOPAY TYPE	EFFECTIVE FROM
X	14.50	Hour	40.00	Week	52	30,160.00	11.54		Hours	01/01/2019
	13.00	Hour	40.00	Week	52	27,040.00			Hours	12/31/1900

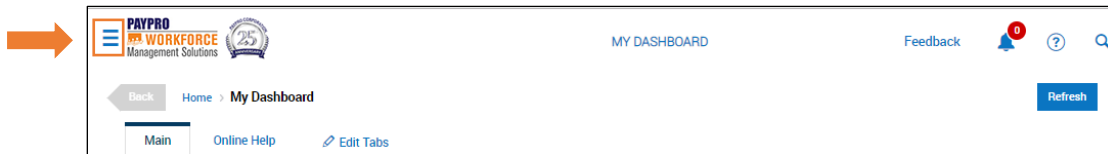
Base Compensation Pane

9. Select **Save** at the top right of your window to save your work and you are done.

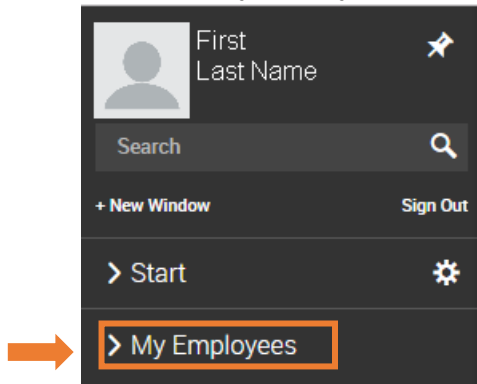


Example: Updating a Salaried Employee

1. Select the Hamburger Menu (highlighted below).



2. Select the My Employees option.



The menu expands.

3. Select Employee Information under My Employees.

Back Home > My Employees Employee Information


View Selected Employees Hire Employee Utilities Split View

Rows On Page 10 Showing: 1-10 of 21 Page 1 Of 3

Employee Filter: All Employees

	Employee Id	Badge	Username	First Name	Last Name	In Payroll	Locked
<input type="checkbox"/>	3		rgellar	Ross	Gellar	Yes	
<input type="checkbox"/>	4		cbing	Chandler	Bing	Yes	
<input type="checkbox"/>	5		jtribiani	Joey	Tribiani	Yes	

Employee Information Pane

- Select the  icon to select an employee.
- From the Payroll Tab, find the Base Compensation pane.

Base Compensation

CURRENT COMPENSATION

	Amount \$	Hours
Annual	37,440.00	2080.00
Pay Period	720.00	40.00
Hourly	18.00	

AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	AUTOPAY AMOUNT EARNING	AUTOPAY TYPE	EFFECTIVE FROM
37,440.00	Year	40.00	PP	52	37,440.00	Salary	Both	12/31/1900

AUTOPAY SCHEDULE

Used for Priorating Autopay Earnings.

Autopay Schedule Monday - Friday, 8 hours per day 12/31/1900

Base Compensation Pane

This pane shows the current annual pay, hours, how often the person is paid, and the effective date of their salary. This employee is paid per paid period. To change their payrate you will need to add another row to the pane and make that the new pay rate. This provides an audit trail of their pay from hire date and going forward.

- Scroll to the right and select the  icon to add a new row.

Base Compensation

CURRENT COMPENSATION

	Amount \$	Hours
Annual	37,440.00	2080.00
Pay Period	720.00	40.00
Hourly	18.00	

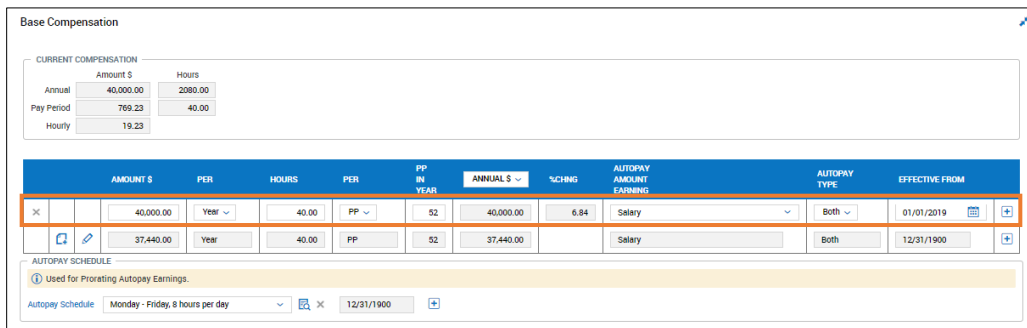
AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	AUTOPAY AMOUNT EARNING	AUTOPAY TYPE	EFFECTIVE FROM
37,440.00	Year	40.00	PP	52	37,440.00	Salary	Both	12/31/1900

AUTOPAY SCHEDULE

Used for Priorating Autopay Earnings.

Autopay Schedule Monday - Friday, 8 hours per day 12/31/1900

7. Enter 40,000 in the **AMOUNT** box.
8. Select the drop-down that it is **PER** Year.
9. Enter that they work 40 **HOURS** per **PP** (pay period).
10. Ensure that it says there are 52 **PP IN YEAR**.
11. Skip to the **AUTOPAY AMOUNT EARNING** drop-down and select Salary.
This will ensure that the person is automatically paid their salary every payroll.
12. Select the **AUTOPAY TYPE** as Both.
13. Make the **EFFECTIVE DATE** 01/01/2019.



Base Compensation

CURRENT COMPENSATION

	Amount \$	Hours
Annual	40,000.00	2080.00
Pay Period	769.23	40.00
Hourly	19.23	

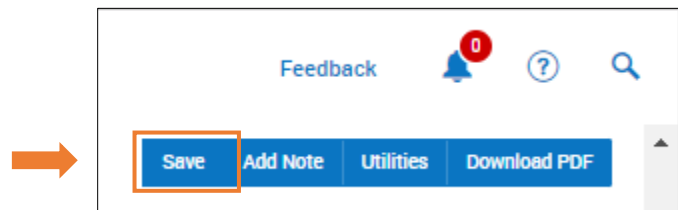
	AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	%CHNG	AUTOPAY AMOUNT EARNING	AUTOPAY TYPE	EFFECTIVE FROM
X	40,000.00	Year	40.00	PP	52	40,000.00	6.84	Salary	Both	01/01/2019
	37,440.00	Year	40.00	PP	52	37,440.00		Salary	Both	12/31/1900

AUTOPAY SCHEDULE

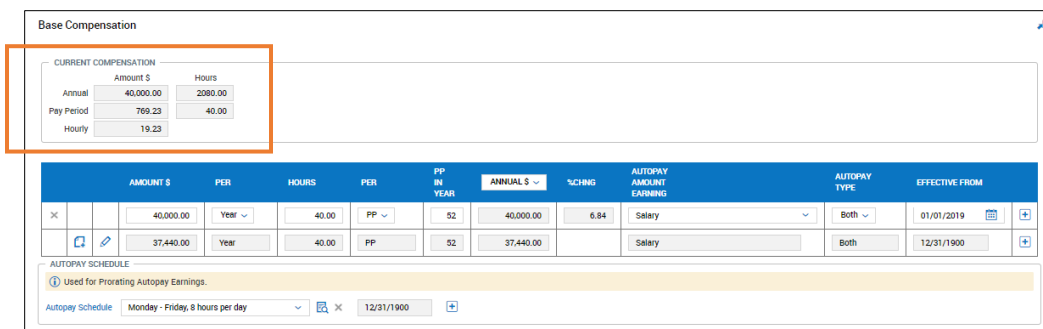
Used for Priorating Autopay Earnings.

Autopay Schedule: Monday - Friday, 8 hours per day | 12/31/1900

14. Select **Save** (top right of your screen) to save your work and you are done!



If the change is immediate, the updated information will appear in the Current Compensation area highlighted in the screen shot below. If the effective date is set to a future date the Base Compensation area will not reflect the new compensation until that date has been reached.



Base Compensation

CURRENT COMPENSATION

	Amount \$	Hours
Annual	40,000.00	2080.00
Pay Period	769.23	40.00
Hourly	19.23	

	AMOUNT \$	PER	HOURS	PER	PP IN YEAR	ANNUAL \$	%CHNG	AUTOPAY AMOUNT EARNING	AUTOPAY TYPE	EFFECTIVE FROM
X	40,000.00	Year	40.00	PP	52	40,000.00	6.84	Salary	Both	01/01/2019
	37,440.00	Year	40.00	PP	52	37,440.00		Salary	Both	12/31/1900

AUTOPAY SCHEDULE

Used for Priorating Autopay Earnings.

Autopay Schedule: Monday - Friday, 8 hours per day | 12/31/1900

Changing Pay Rates in the Middle of a Pay Period

There are times when you will need to change a pay rate for an employee. The pay rate change will be reflected in the middle of a pay cycle if they are set up for autopay and are salaried employees. Hourly employees, that are tied to time clocks, would also reflect the mid-pay period cycle change.

Pay Period Frequency Defined

Frequency	Definition
Year	Paid once a year.
Month	Paid once a month.
Week	Paid weekly.
PP (Pay Period)	The difference between this and the ones above is mainly regarding deductions. For example, a bonus check will not have the same deductions that a regular paycheck would have because it's not a regular pay check—it's being paid at a random time.

Autopay Amount & Autopay Type Settings

When you are setting up/editing a salaried employee, it is customary to put them on an autopay setting. Autopay is listed twice in the Base Compensation pane and the two fields are tied together. You cannot select one field without the other. What each field means:

- **Autopay Earning:** This setting ties the pay to the employee's earning code, meaning, is it their regular salary, sick time, vacation, etc.
- **Autopay Type:** This is what is displayed on the employee's check. You can select amount earned, hours, or both.