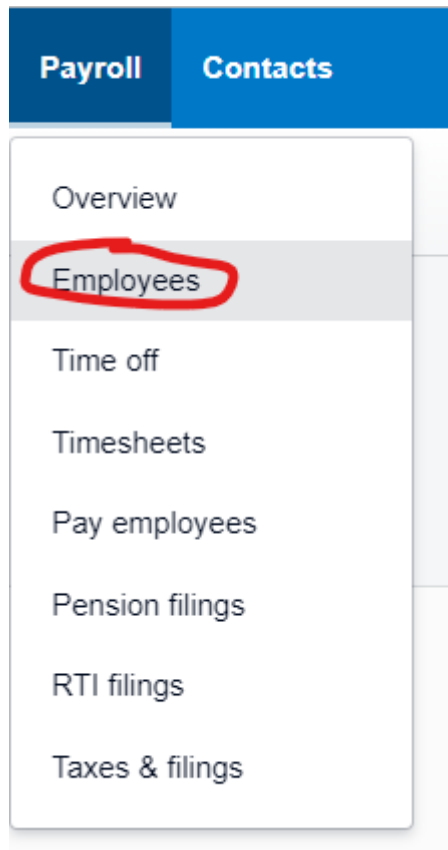


Changing an Employee Wage / Hourly Rate

Step 1: Go to Employee's Screen




Select the employee...

Current Employees							Download PAYE Reports ▾	Add Employee ▾
Invite to My Payroll		Share P60		Search Employees			Q	
<input type="checkbox"/>	First Name	Last Name	No.	Email	Pay Calendar	Next Pay Day		

Step 2: Go to Employee's Employment Screen

Employees

Employee Name 	Annual Salary View	Earnings YTD View	Next Pay Day 27 May 2022
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- Details
- Employment**
- Taxes
- Pension
- Time Off
- Pay
- Payslips
- Pay Template
- Opening Balances
- Notes

Step 3: Select **"Change salary and wages"**

Salary & wages

Change salary and wages

Step 4: Enter new pay rate and the start date from which the new pay rate begins

Salary and wages ✕

Regular earnings type

Regular Hours ▾

Annual Salary Hourly Rate

Annual salary amount

20592

Standard hours per week

40

Effective date

01 May 2022 📅

Step 5: Repeat step 4 for additional pay rates (Overtime, Nightshift allowance, etc)

Revision #3

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