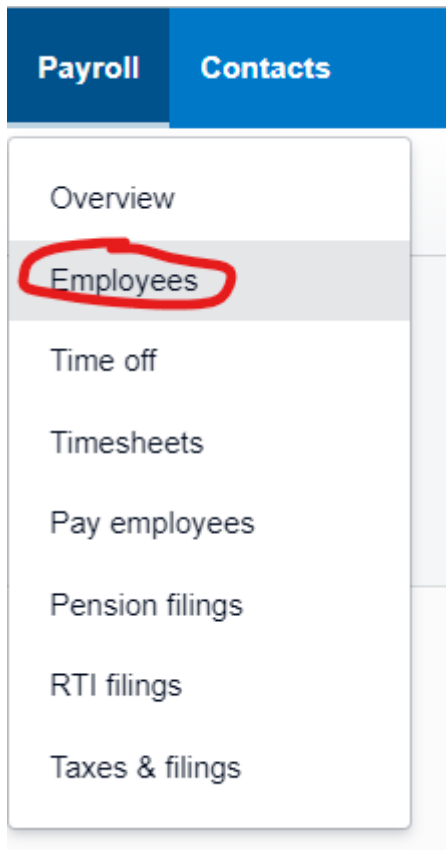
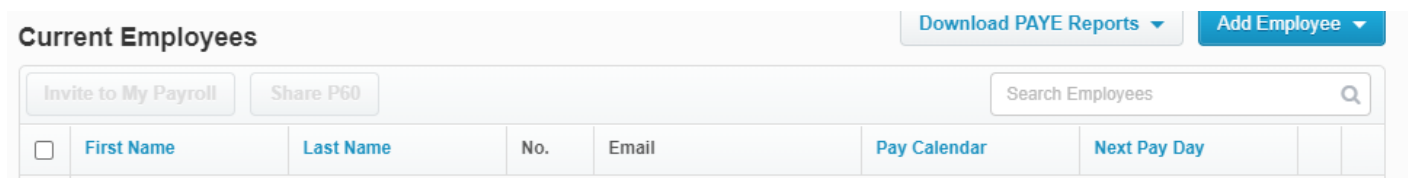


Changing an Employee Wage / Hourly Rate

Step 1: Go to Employee's Screen




Select the employee...



Step 2: Go to Employee's Employment Screen

Employees

Employee Name 	Annual Salary View	Earnings YTD View	Next Pay Day 27 May 2022
--	---------------------------------------	--------------------------------------	------------------------------------

[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

Cancel

Confirm

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

Revision #3

Created 24 May 2022 12:45:37 by Admin

Updated 25 May 2022 16:22:58 by Admin