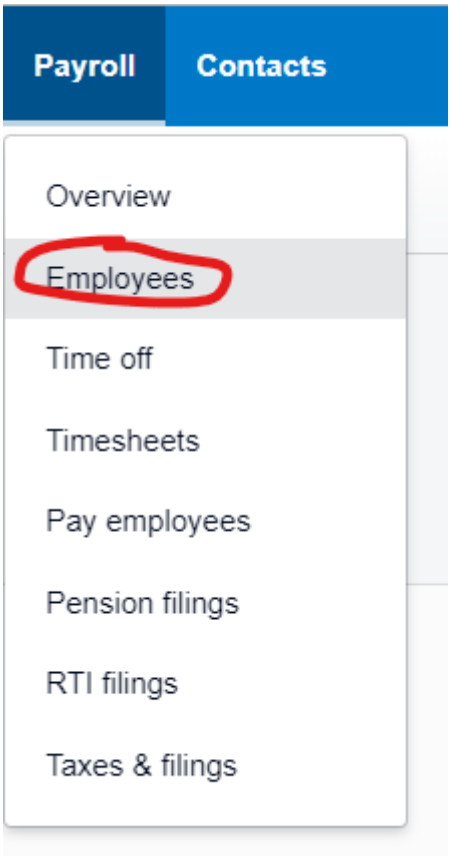
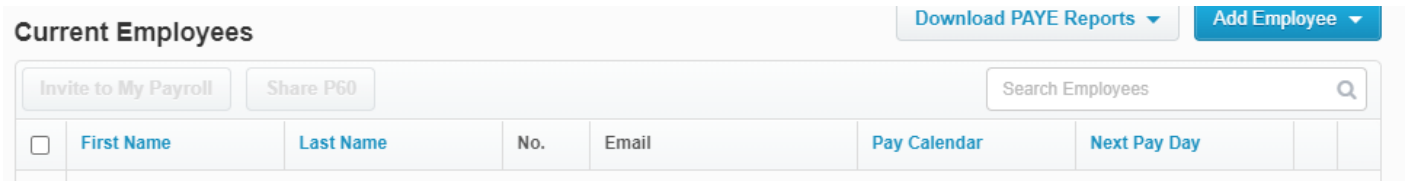
Changing an Employee Wage / Hourly Rate

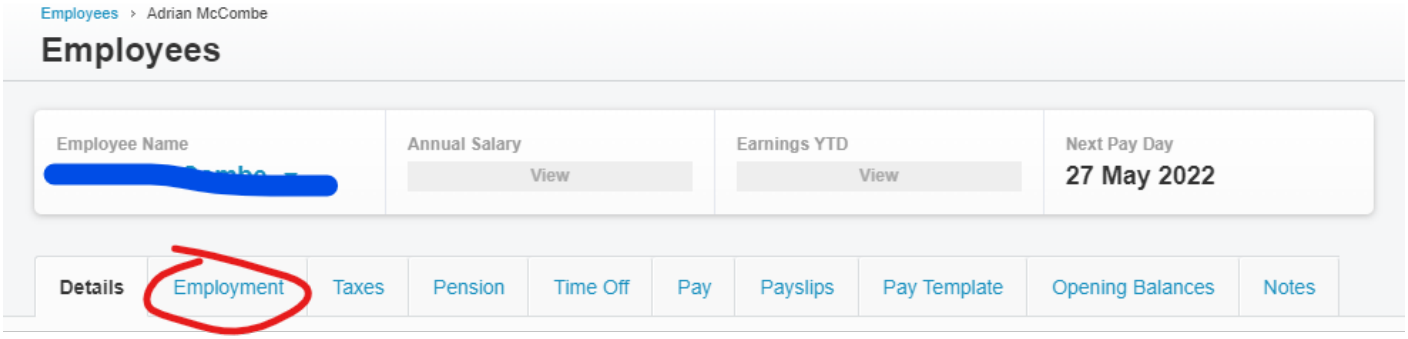
Step 1: Go to Employee's Screen



Select the employee...



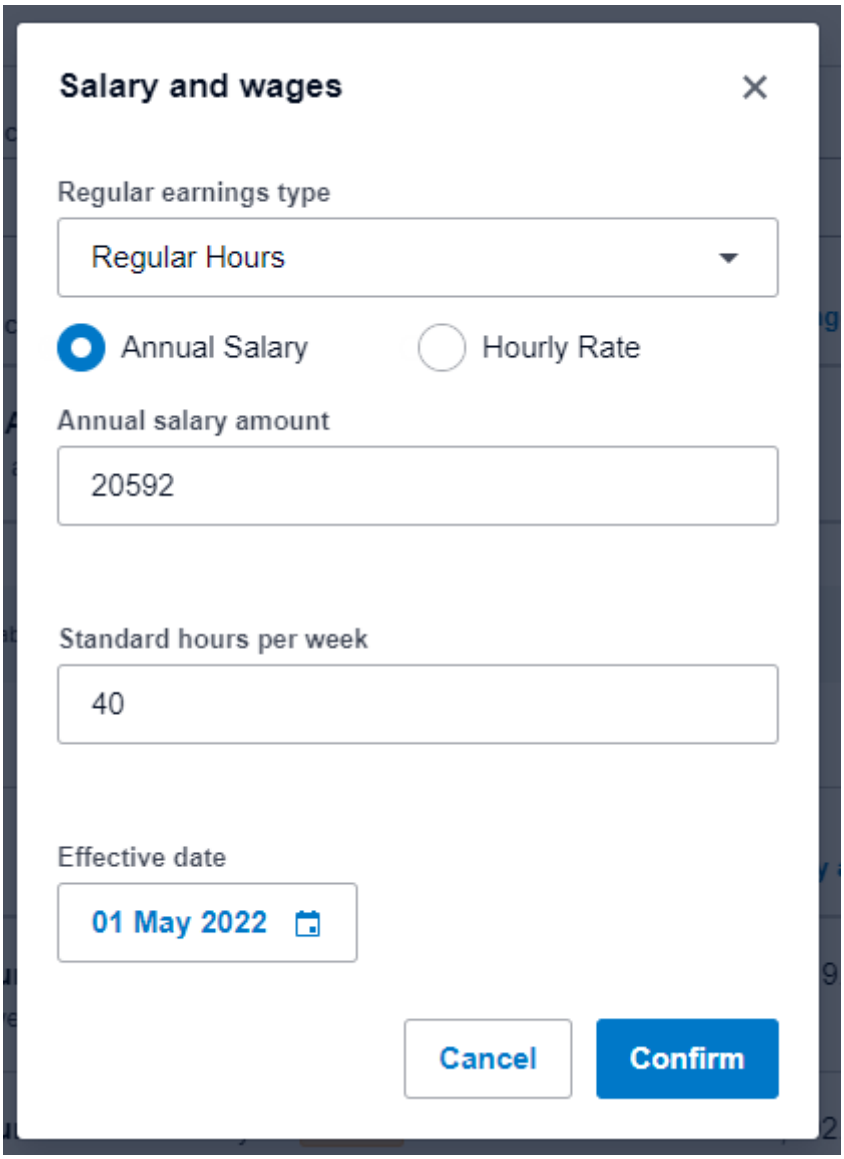
Step 2: Go to Employee's Employment Screen



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



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



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