

# Employee Maintenance

## Pay Rate Change

Log in to your Manager Portal and go to **My Employees / HR / Action / Pay Rate Change**.

The screenshot shows a web form titled "Pay Rate Change" with a search bar for "Employee". Below the search bar are several sections of information. The "Current Employment Information" section includes fields for Current Employment Status, Current Employment Type, Current Pay Period, Current Pay Rate (with a "Per" label), and Current Annualized Pay. The "New Pay Rate" section includes fields for New Pay Rate (with a "Per" label and a "-- Select Period --" dropdown), New Standard Hours (with a "Per" label and a "-- Select Period --" dropdown), and New Annualized Pay. The "Auto Pay Time Card" section includes a checkbox for "Auto Pay Time Card" and a field for "New Auto Time Card Hours". The "Effective Date" field is highlighted with a red border. The "Reason" field has a dropdown menu with "-No Items-" selected.

1. Enter the **Employee** by either typing the name or ID to display a pop-up list of matching employee records, or by clicking the field label to open the search window. The *Current Employment Information* displays.
2. Enter the **New Pay Rate**, then select the **period** the rate applies to.

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*The New Pay Rate and Per basis define the new employee's pay. For example, \$250 Weekly or \$3500 Monthly.*

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3. Enter the **New Standard Hours**, then select the **period**. The system calculates and displays the *New Annualized Pay*.
4. Select **Auto Pay Time Card** to auto populate the employee's time sheet with hours.
5. If the employee's time sheet populates with time, enter the default number of hours per pay period in the **New Auto Time Card Hours** field.
6. Enter the Effective Date the new rate goes into effect.
  - a) In cases where the date of the pay rate change falls during a payroll where hours have already been entered for the employee, the system allows you to enter the number of hours to pay the employee at the new rate. If you enter any hours, including 0, the option *'If you don't know what hours to assign to the new pay rate'* is deselected and the payroll processor does not see a notification of the pay rate change in the timesheet.
  - b) If you do not know the number of hours to assign, leave the **Hours Paid** field blank. The payroll processor will be prompted to assign hours for the employee the next time they edit the payroll.
7. Select the **Reason** that best describes the pay rate change.
8. **Save**.