

Assign Multiple Pay Rates

Step 1. If alternate pay rates are needed, the additional pay fields will have to be custom-added to your setup page by your timekeeping provider. Please contact them first then follow steps 2-5.

Step 2. Entering additional pay rates is accomplished in an employee's personal setup file. To access the file, click on the "Employee Setup" link from the "Main Menu".

Step 3. The company "Employee Setup" screen serves as both a navigational tool with hyperlinks to each employee's personal file and as a summary tool, as you can customize each of the columns displayed. The screen toolbar includes a drop-down menu containing all the "Employee Setup" items associated with table buttons such as Show Field and Hide Field to specify the table's display.

Step 4. From the setup screen you may operate in one of two ways: One "Add New Employee" record and two work with an individual employee by clicking on the desired name.

Step 5. Each alternate pay rate is coordinated with a specific department. "Alt Pay #1, 2 and 3" must be assigned to "Home 1, 2 and 3." The employee's default pay rate and Department fields will coincide. (See illustration below) A help pop-up display is available for all setup items by hovering over the item link.

Note: As alternate pay rates are, by necessity, connected with specific departments, the clock must know which department the employee is entering in order to assign the proper pay rate. Using "Clock Prompts" is the appropriate method to filter punch activity into separate departments. Refer to the "Clock Prompts" page for setup details.

Social Security Number	
Options	
Identifiers for punching the clock (card numbers, Web logins)	
Logins / Numbers	9583
Self-service password	Password has been set
Employee Data	Expand History Edit
Title	
Department	200
Location	
Supervisor	
Home 1	100
Home 2	300
Home 3	700
AutoLunch Threshold (hrs)	
AutoLunch Deduct (mins)	
Default Pay Rate	\$12.00
Pay Rate 1	\$12.75
Pay Rate 2	\$14.00
Pay Rate 3	\$11.50
Return to list of employees	

