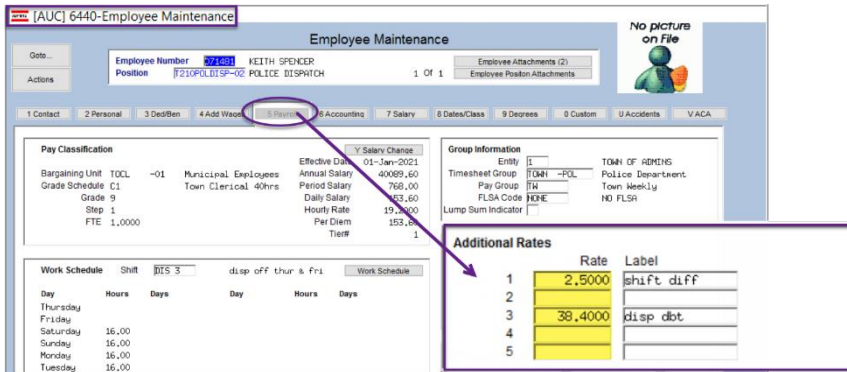




UPDATE ADDITIONAL RATES EN MASSE

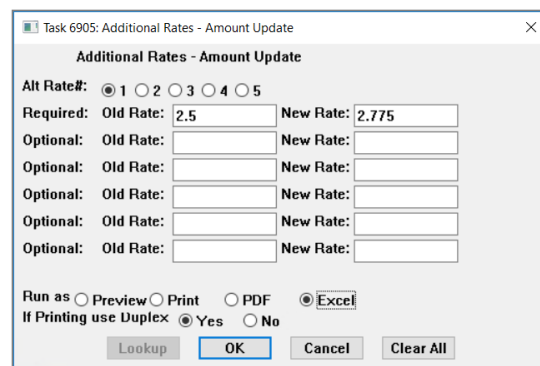
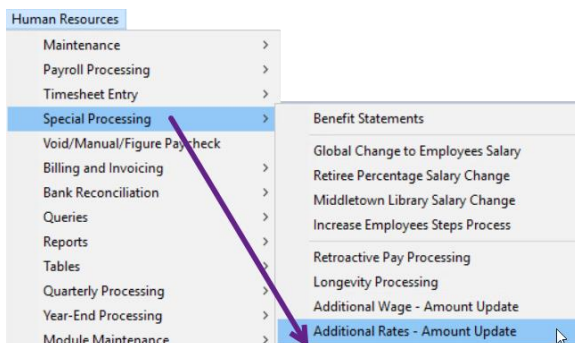
Each employee may be assigned up to five additional Rates on the **Employee Maintenance** ▶ **Payroll** tab.



Updating additional rates for individual employees can be time-consuming if there are many affected employees, such as a group of union firefighters who are all due an increase with a new contract.

Update **Additional Rates** en masse using this command from the menu:

Human Resources ▶ Special Processing ▶ Additional Rates – Amount Update



Select the additional rate to update and enter the old/new amounts; each can be up to four decimal places. Click **[OK]**.

Employee# and Name	Position	Alternate Rate #	Old Rate	New Rate
071481 SPENCER, KEITH	T210POLDISP-02	1 shift diff	2.5000	2.5700
071537 MAGILL, LYNN	T210POLDISP-02	1 shift diff	2.5000	2.5700
071540 TANDEL, LYNN	T210POLDISP-02	1 shift diff	2.5000	2.5700
071568 MACNEIL, KEITH	T210POLDISP-02	1 shif diff	2.5000	2.5700
Total:		4		

The system will produce a report of the amounts to be updated.

Review the report; if the change should be completed, click on **[Yes]** to post the changes; if the changes should not be applied, click on **[No]** to try again.

This command cannot be run from the Employee Maintenance screen.

The “new” rate must be more than the old rate.

