

UPDATE ADDITIONAL RATES EN MASSE

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

Employee Maintenance No picture on File Octo Employee Maintenance On File Actors Findower Number Store	Updating additional rate individual employees ca
Street 2 Personal 3 Destler 4 Add Ween Street 6 Accounting 7 Salary 6 Dates/Class 9 Degrees 6 Caston U Accodents V ACA Pay Classification Pay Classification	consuming if there are n employees, such as a gro firefighters who are all d increase with a new con
Tier# 1 Additional Rates Work Schedule Shift <u>DIS 3</u> disp off thur & fri Work Schedule 1 2,5000 Bay Hours Day Hours Day Bairft diff Thoradag 2 1 2,5000 Shift diff Startadag 16,00 3 39,4000 disp ofbt Startadag 16,00 5 5 5	Update Additional Rates using this command from

es for n be timenany affected oup of union lue an tract.

s en masse m the menu:



Human Resources		Task 6	905: Additional Rates - Amount Up	odate	×
Maintenance Payroll Processing	>	Alt Rate	Additional Rates - Amount U $: \bullet 1 \bigcirc 2 \bigcirc 3 \bigcirc 4 \bigcirc 5$	pdate	
Timesheet Entry	>	Require	d: Old Rate: 2.5	New Rate: 2.775	
Special Processing	> Benefit Statements	Optional	: Old Rate:	New Rate:	
Void/Manual/Figure Pa)check Billing and Invoicing Bank Reconciliation Queries	Global Change to Employ Retiree Percentage Salary Middletown Library Salary Increase Employees Steps	vyees Salary Optional y Change Optional ry Change Optional is Process Optional	: Old Rate: : Old Rate: : Old Rate: : Old Rate:	New Rate: New Rate: New Rate: New Rate:	
Reports Tables Quarterly Processing Year-End Processing Module Maintenance	Retroactive Pay Processing Longevity Processing Additional Wage - Amour	ng unt Update If Printin) Preview () Print () PDI g use Duplex () Yes () t Lookup () OK	F	

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

6905-HRREP:HREMPALTUPD.REP Printe City of ADMINS Additional Rates - Amount Update					
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.