# How to Add Pay increases

Login to Paycor, Find and Click on the Employee

Click on Compensation and then Pay Rates

Shift Manager (12098 - S. State St.)

Employed since 08/02/2021 (less than 1 month)

Personal & Contact Information

Email   Legal Address
WORK 1
HOME

Phone   Birth Date
(208)   MOBILE
(208)   HOME

Positions

Shift Manager

Employee

Company

Compensation

Pay Rates
Ennge
andling
Deposits
Direct Deposit History
Compensation History
ACA Hours Summary

Time & Attendance

Click on the Edit Button -- NOT THE ADD PAY RATE BUTTON
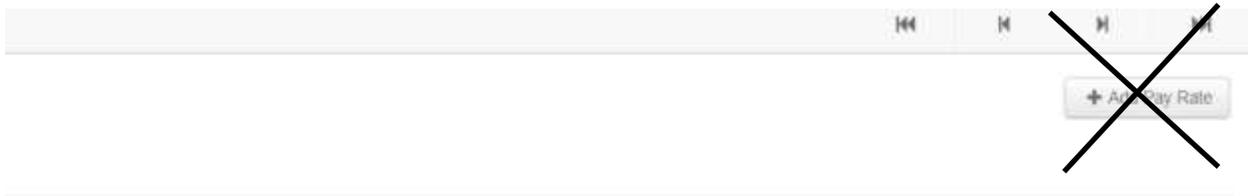
Active pay rates are displayed in bold.

True Annual Salary	Effective Date	% Change	Reason	Actions
$27,040.00	08/02/2021	Start		

Transition

+ Add Benefit Base Salary

Active benefit base salary is displayed in bold.

Effective Date	Actions

Fill in the NEW RATE – EFFECTIVE DATE & REASON

Edit Pay Rate

Pay Rate #   Description

1   Rate 1

Hourly   Per Pay   Percentage

New Rate   Current Rate

$11.000000   **$9.000000**

Annual Hours   True Annual Salary ⓘ

2080   **$22,880.00**

Effective Date   Reason

08/02/2021   📅   Select one ▼

Notes | Select one |
Effective Date must be a Monday within the current Payroll | 2021 SIP |
                                              | Annual Review |
                                              | POC #1 |
                                              | POC #1 & #2 |
                                              | POC #2 |
                                              | POC #3 |
                                              | POC - ALL 3 |