

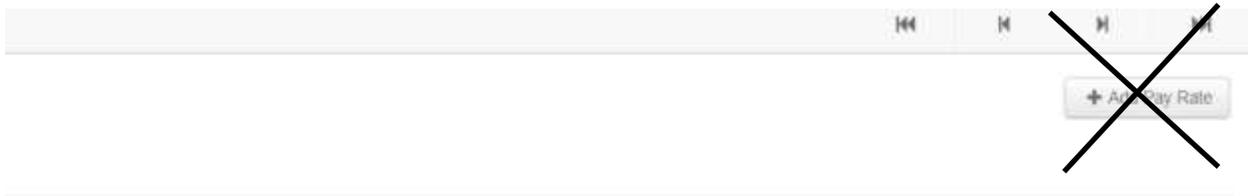
# How to Add Pay increases

Login to Paycor, Find and Click on the Employee

Click on Compensation and then Pay Rates

The screenshot shows the Paycor interface for an employee named 'Shift Manager'. The left sidebar contains a menu with the following items: Employee, Company, Compensation, Pay Rates, Time & Attendance, Direct Deposit History, Compensation History, and ACA Hours Summary. A horizontal arrow points to the 'Compensation' menu item, and a vertical arrow points to the 'Pay Rates' sub-item. To the right of the sidebar, the employee's name 'Shift Manager (12098 - S. State St.)' and employment start date 'Employed since 08/02/2021 (less than 1 month)' are displayed. Below this is a 'Personal & Contact Information' section with fields for Email, Legal Address, Phone, and Birth Date. The 'Phone' field shows '(208) MOBILE' and '(208) HOME'. At the bottom, a 'Positions' section lists 'Shift Manager'.

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



Active benefit base salary is displayed in bold.

Effective Date	Actions
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Fill in the NEW RATE – EFFECTIVE DATE & REASON

### Edit Pay Rate

Pay Rate #

1

Description

Rate 1

Hourly

Per Pay

Percentage

New Rate

\$11.000000

Current Rate

\$9.000000

Annual Hours

2080

True Annual Salary 

\$22,880.00

Effective Date

08/02/2021

Reason

Select one

Notes

Effective Date must be a Monday within the current Payroll

Select one

2021 SIP

Annual Review

POC #1

POC #1 & #2

POC #2

POC #3

POC - ALL 3