

Creating an Employee - Step 2: Creating Additional Pay Rates

Occasionally, employees have jobs in more than one department, each paying a different rate. In that case additional pay rates must be set up.

1. Go to the [Employee - Pay Rate Info](#) screen
2. Select and open the company from the list on the left-hand side of the screen.
3. Select the employee from the list on the right-hand side of the screen.
4. Click the **Details** tab.

The screenshot shows the 'Employee - Pay Rate Info' screen with the 'Details' tab selected. It is divided into three main sections:

- Salary Information:** Includes fields for Salary Amount (2,500.00), Standard Hours, Wage Limit, Annualized Salary, Pay Frequency (Monthly), Wage Limit Frequency (Annual), Average Hours (0.00), and Calc. Annual Salary (30,000.00).
- Future Updates (Informational only):** Includes fields for Raise Date, Raise Rate, Raise Amount, Pay Frequency (Weekly), Raise %, and Auto update rates (Yes/No).
- Override Information:** Features a table for Rate Number and Rate Amount (currently showing 1 and 0.00), a 'Primary Rate' checkbox (Yes/No), and various organizational fields like Division, Branch, Department, Team, Jobs Number, Position for Pay Grade, and Pay Grade.

5. Click the **plus**



sign in the toolbar to create a new record.

Result: Rate Number 2 is created as the new pay rate number.

The primary rate is the rate originally entered for the employee. This is Rate Number 1. Additional rates will have subsequent numbers with the primary rate always being rate 1.

Note: Fields with names with a red * asterisk are required.

Field / Button	Description
Salary Amount	salary per pay period
Annualized Salary	yearly salary <ul style="list-style-type: none"> • for salaried employees, the value in the Salary Amount field is multiplied by the pay frequency.

	<ul style="list-style-type: none"> for hourly employees, the value in the Rate Amount field is multiplied by the pay frequency by standard hours.
Average Hours	<p>used when paying an hourly employee generally working a fixed number of hours, rather than using a time clock or a manual entry, or to track non-exempt salaried employees' hours.</p> <p>Average hours include calculations of hourly rates, even for salaried employees, in case overtime must be accounted for.</p>
Standard Hours	generally used for exempt salaried workers.
Pay Frequency	frequency of the employee's payroll
Calculated Annual Salary	system calculation of the annual salary if salary amount is entered (as opposed to a Rate Amount .)
Wage Limit	limit above which Evolution should no longer calculate Workers' Compensation for this employee. This limit applies to Adjusted Wages and is used by Evolution to calculate Workers' Comp ACH Impounds, Billing, and Agency Check creation.
Wage Limit Frequency	<p>frequency to be applied to the Workers' Comp Wage Limit, above which Evolution should no longer calculate Workers' Compensation for this employee. Options are:</p> <ul style="list-style-type: none"> Every Pay Monthly Quarterly Semi-Annually Annually (default) based on a calendar year unless an override period begin date is defined on the Company - General - Company Info - WComp & Benefits tab.
Future Updates section	
<ul style="list-style-type: none"> Raise Date Raise Amount Raise % Raise Rate Pay Frequency 	information is based on statistics about past raise amounts, percentages, raise rates, and pay

Auto Update Rates	<ul style="list-style-type: none"> • <u>Yes</u> - when the employee's primary rate is changed, all other rates of the same dollar amount are also updated. • <u>No</u> - only applies to changes to the primary rate. No other changes will take place.
Override Information section	
Primary Rate	Yes, this is the primary pay rate being changed, or No.
Rate Number	if not the primary rate, enter the rate number
Rate Amount	<p>when entering a pay rate, the field accepts up to 12 digits and 4 decimals</p> <ul style="list-style-type: none"> • The Rate of Pay calculation displayed on the check stubs: Current Amount minus the Shift Differential Amount divided by the Current hours. This prevents the appearance that the shift differential is a pay raise.
D/B/D/T	<p>To delete a D/B/D/T, press Shift+F4</p> <ul style="list-style-type: none"> • <u>Division</u> - division to which the pay rate belongs • <u>Branch</u> - branch to which the pay rate belongs • <u>Department</u> - department to which the pay rate belongs • <u>Team</u> - team to which the pay rate belongs
Assign D/B/D/T button	D/B/D/Ts attached to the employee's primary rate override any manual labor distribution entered in the employee's check lines on the Payroll - Check screen .
Jobs Number	number related to the primary or secondary job
Position for Pay Grade	position held by the employee
Pay Grade	pay grade for the position held by the employee. Evolution verifies that the associated rate is within the Pay Grade selected. Pay grades multiply Standard Hours x Rate of Pay to calculate annual salary amount

6. Click the **check**



mark and the **commit**



button in the toolbar to post and commit changes.

7. Click the **Update Rates or Salaries** button at the top of the screen.

✕
Update Rates or Salaries

Update

Salaries

Rates

For Hourly Employees Only

Wage Range to Be Modified

from \$ to \$

Mode

Change by a Fixed Amount \$
(e.g. add .50)

Change by a Percent %
(e.g. 10)

Round to 2 decimal places

Change to an Amount \$
(e.g. change to 6.15)

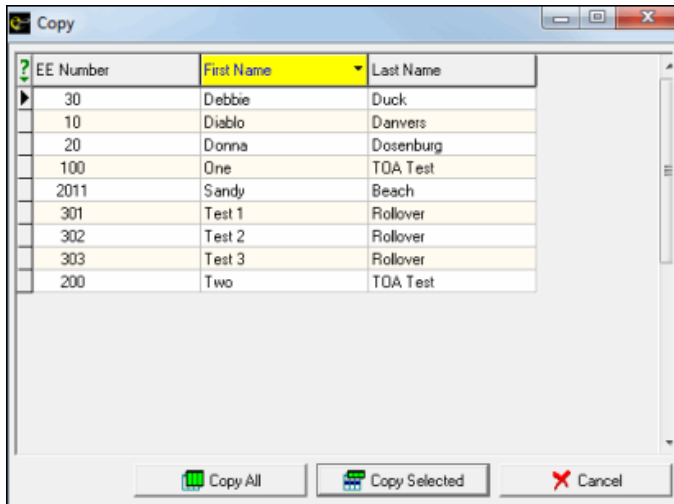
NOTE

If a waiting payroll has been preprocessed and check lines have been distributed via Auto Labor Distribution, those check lines will not be updated with the new rate.

Field / Button	Description
Update	select the pay type that is being updated.
Wage Range to be Modified	enter From \$ and To \$
Mode	<ul style="list-style-type: none"> <u>Change by Fixed Amount</u> - pay rate is changed by a fixed amount. <u>Change by a Percentage</u> - pay rate is changed by a percentage. When selected, the checkbox Round to 2 Decimal Places becomes active. <u>Change to an Amount</u> - pay rate is changed to an amount.

Note: If a waiting payroll has been pre-processed and check lines have been distributed via Auto Labor Distribution, those check lines will not be updated with the new rate.

8. Click the **Select Employees** button.



9. Select the employees whose pay rates are being changed, or click **Copy all**.
10. Click **Copy Selected** (if employees are selected individually)
11. Click **Post** and **Commit**.

Set Up Additional States

The next step in creating an employee is to set up additional states, when applicable. For information about this process refer to the [Step 3: Setting Up Additional States for Employees \(optional\)](#).