CHANGING A PAY RATE

ERADM
January 23, 2017   Welcome : Bistro781

Process Payroll
» Quick Pay
» Comprehensive Pay

ER User >> Active

Employee List   Paging All Sort

Click on employee

Edit Preferences

S.No.	Employee Name / Employee Code	UserID	Org Assignment / Pay Group	Action
1.	**Abellard,Vanessa** / 2423	2423	Waltham > Bistro 781 > Administrative Staff / BiWeekly	
2.	**Antoine,Patricia** / 2753	2753	Waltham > Bistro 781 > Host Hostess / BiWeekly	
3.	**Baptiste,Jerry** / 2426	2426	Waltham > Bistro 781 > Support Staff / BiWeekly	

Console   Employees   Reports

Information   HR   EE Tax Details   **Pay Codes**   Deduction Codes   PTO Codes   Direct Deposit

ER Active >> Information

Information Details

User Name	VAbe5751
User ID	2423
Name	Vanessa Abellard
Address	481 Lexington St

ER Active >> Pay Codes

Note : User pay code(s) with YTD cannot be deleted.

User Pay Code List   Paging   A↑↓ Sort   Filter   Add

S.No.	Pay Code Name	Pay Method	Status	Action
1.	Executive Associate	Hourly	InActive	✎ ✕
2.	Host Hostess	Hourly	Active	✎ ✕
3			Active	✎ ✕
4			Active	✎ ✕
5			InActive	✎ ✕

Click EDIT on desired pay code

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*Pay Method	Hourly
*Description	Host Hostess
*Pay Code Abbreviation	Host Hostess
Status	⦿Active ○Inactive
Show on Check Stub	⦿Yes ○No
*Pay Type	Taxable Pay
Worker Comp. Pay Type	--- Select ---
Include in 401k Calculation	⦿Yes ○No
Include in Deferred Comp Calculation	⦿Yes ○No
Include in Min Tip Calculation	○Yes ⦿No
Year To Date Actual	$ 0.00
Apply Employer Taxes	FICA SS FICA MDCR FUTA MA-SUTA MA-SUTA-Workforce Training Contribution
Apply Employee Taxes	FIT FICA SS FICA MDCR MA-SIT

Scroll to bottom of screen change rate and select save.

DO NOT TOUCH THIS AREA EVER

*W2 Box Code	Regular Pay: Boxes 1, 3, and 5
Sort Order	0
1099 Type	--- Select ---
Linked to Another Pay Code	○Yes ⦿No
*Associate Ledger Account	(9999999999) -GL Account is not assigned

Employee Specific Defaults

*Hourly Rate	15.0000

Save   Cancel